

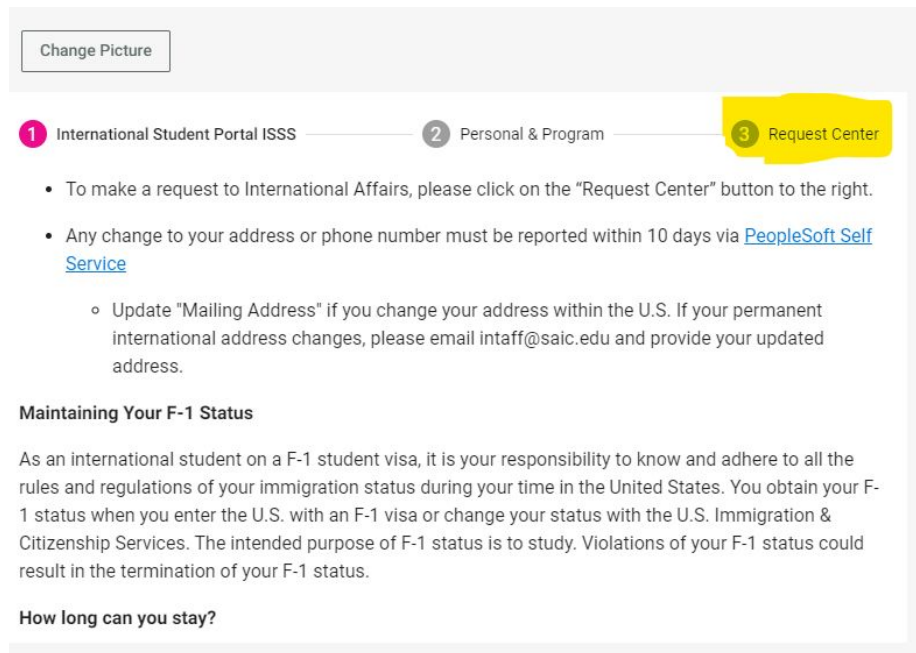
SUBMITTING YOUR  
CONFIRMATION OF FINAL TERM  
ENROLLMENT FORM  
IN TERRA DOTTA

# STEP ONE: LOG INTO YOUR STUDENT PORTAL

Log into your student portal here:

GLOBAL.SAIC.EDU

and navigate to “Request Center”



Change Picture

1 International Student Portal ISSS ————— 2 Personal & Program ————— 3 Request Center

- To make a request to International Affairs, please click on the “Request Center” button to the right.
- Any change to your address or phone number must be reported within 10 days via [PeopleSoft Self Service](#)
  - Update "Mailing Address" if you change your address within the U.S. If your permanent international address changes, please email [intaff@saic.edu](mailto:intaff@saic.edu) and provide your updated address.

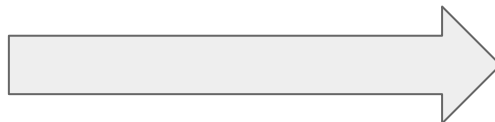
**Maintaining Your F-1 Status**

As an international student on a F-1 student visa, it is your responsibility to know and adhere to all the rules and regulations of your immigration status during your time in the United States. You obtain your F-1 status when you enter the U.S. with an F-1 visa or change your status with the U.S. Immigration & Citizenship Services. The intended purpose of F-1 status is to study. Violations of your F-1 status could result in the termination of your F-1 status.

**How long can you stay?**

# STEP TWO: SELECT REQUEST

Select the “Confirmation of Final Term Enrollment” request and complete the questionnaire



## Messages

No pending messages.

Items per page: 3 0 of 0 < >

What can we help you with?  



Confirmation of Final  
Term Enrollment



Dependent Supplement  
(F)



Program Information  
Update



Reduced Course Load  
Request



Reprint I-20 -  
Lost/Travel Signature

# STEP THREE: ENTER REQUIRED INFORMATION

Complete the questionnaire and enter the name and email address of your academic advisor (undergraduate) or graduate advisor (graduate)

Confirmation - Confirmation of Final Term Enrollment

Print

4 Student Acknowledgement (Signature Document)  
Required \*

By checking the box below, I am stating that all the information provided in this request is true to the best of my knowledge.

☒ I confirm that I have read and understand the information presented.

Previous

Approval

Approver Name \*  
David Norris

Approver Email \*  
dnorri1@saic.edu

Approver Title

Approver Organization

Approver Phone

Approver Role  
200 characters remaining

Submit

Save

# STEP FOUR: ADVISOR APPROVAL

## Advisor Approval

Your advisor will receive an email and be asked to complete the following questionnaire and submit to International Student Affairs.

### Questionnaire Preview



requesting to either be enrolled part-time or are planning on applying for Optional Practical Training (OPT). Please review the below information and complete this form.

☐ I have confirmed that the above student will be completing all degree requirements to graduate this term. \*

Student's degree program/area of study: \*

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Degree Start Date: \*



MM/DD/YYYY

Remaining credit hours planned for final semester: \*

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Expected degree completion date (last day of final term at SAIC mm/dd/yyyy): \*



MM/DD/YYYY

☐ Student has uploaded an unofficial transcript \*

By typing your name below you are stating that all the information above is true to the best of your knowledge. \*

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If you have any comments, please enter them here.

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# STEP FIVE: INTERNATIONAL STUDENT AFFAIRS APPROVAL

## **International Student Affairs Approval**

Once your academic advisor or graduate advisor completed the online form, International will review the information and approve your Confirmation of Final Term enrollment and will send an email to your SAIC email address confirming we have received it.