

Student Help Guide

International Student Dashboard: F-1 Student Request

6) click OK.

The International Student Dashboard is where new and continuing international students can go to request updates or changes to their I-20, and so much more.

- 1) Log into your Workday Student Account
- 2) In the search bar, search "International Students"
- 3) Select "International Students: Custom Landing Page Group"



 You will see a list of requests you can submit, click the "Create Request" under the request you are wanting to submit.

-1 Studer	nt: Reduced	Course Lo	ad - Acade	mic	
equest to	be enrolled for	or less than	12 hours du	e to academ	nics/graduatin
reate Reg	uest				
	Ð				
1 Ctudes	Deduced	CourseLo	. Madia	al	

 A popup window will appear, and you will search and select the request you are wanting to submit



- Create Request
 Request Type * F-1 Student: Reduced Course
 Load Academic Reasons
- 7) Complete the questionnaire and click OK.

Once submitted, your request will be sent to the International Student Office for review and processing. Request will be processed within 1-3 business days.

Upon approval, you will receive an email with instruction on how to download your new/updated I-20 in Workday.