



Per U.S. government regulations, F-1 students are required to be physically present in class. Should a graduate student only have an independent study/research/thesis/degree-required practicum/dissertation course remaining to complete their degree, the student must continue to report to campus regularly. If the course is listed in the school system as being an online course, the student must complete this form to verify that they are regularly meeting the in-person requirement. **Virtual/Zoom meetings do not count as in-person.**

To be eligible:

- Graduate students only - undergraduate students not eligible.
- There must not be any courses available in the student’s program of study that are listed as in-person in the school system.
- The independent study/research/thesis/practicum course is required and is listed in the program of study OR the student is a PhD student who has completed all required academic coursework and will be enrolled in a continuous enrollment course while working on their dissertation.

Student Instructions: Complete Step 1 on this form and submit it to OISS no later than the 2nd week of the beginning of the semester. Work with your instructor to complete Step 2 during the semester. Submit this form with Step 2 complete within 2 weeks after your last in-person meeting with your instructor.

Step 1: Beginning of Semester Agreement

Student’s Full Name: _____	EID Number: _____												
To Be Completed by Academic Advisor/Graduate Student Coordinator:													
<input type="checkbox"/> By checking this box, I confirm that the student meets the criteria above and the course listed below is a required course in the student’s program of study.													
Course: _____ Term: _____													
Name: _____ Signature: _____ Date: _____													
To Be Completed by Instructor: Please list the agreed upon in-person meeting dates. Meetings must span the entire semester, be at least 2 weeks apart, and be held in-person (not virtually/by Zoom). By signing below, you agree to meet with the student in-person on the listed dates.													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="2">Date</th></tr> </thead> <tbody> <tr><td style="width: 50%;">Meeting #1</td><td style="width: 50%;"></td></tr> <tr><td>Meeting #2</td><td></td></tr> </tbody> </table>	Date		Meeting #1		Meeting #2		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="2">Date</th></tr> </thead> <tbody> <tr><td style="width: 50%;">Meeting #3</td><td style="width: 50%;"></td></tr> <tr><td>Meeting #4</td><td></td></tr> </tbody> </table>	Date		Meeting #3		Meeting #4	
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Meeting #4													
Name: _____ Signature: _____ Date: _____													
To Be Completed by Student: By signing below, I agree to meet with my professor in-person during the dates above. I will submit this form with step 1 complete to OISS no later than the 2nd week of the semester. I will submit this form with both step 1 and step 2 complete within 2 weeks after my last in-person meeting with my instructor.													
Student Signature: _____ Date: _____													

Step 2: End of Semester Confirmation

To Be Completed by Instructor: Please list the actual meeting date and sign to confirm that you’ve met with the student in-person (not virtually/by Zoom). This form with step 2 completed must be submitted to OISS by the student within 2 weeks after the final meeting listed below.					
	Date	Instructor Signature		Date	Instructor Signature
Meeting #1			Meeting #3		
Meeting #2			Meeting #4		