EMU Office for International Students & Scholars

The Home for International Advising, Activities, and Assistance

Request for Non-Face-to-Face Class in Final Term

Per U.S. government regulations, F-1 students are required to be physically present in class in their final term. Should a student only have an independent study/research/thesis/degree-required practicum remaining to complete the degree (not an online class), this may be taken **ONLY** if the student regularly reports to campus**. To be eligible:**

- There **must not be any face-to-face courses available** for the student's program of study.
- The independent study/research/thesis/practicum **course is required and is listed on the program of study.**

Steps for student seeking approval:

1. Obtain the signature of your **academic advisor** before registering for the class.
2. Obtain the signature of the **course instructor** before registering for the class. Determine at least 4 times during the term when you will report to campus and meet with him/her**. List the dates of your scheduled meetings below.** You must have at least 4 meeting dates determined. They must span the term and need to be **at least 2 weeks apart**.
3. **Register** for independent study/research/thesis/practicum class. **Return this completed form to the OISS with 1) a copy of your program of study and 2) an approved Reduced Hours Form for Last Term.**
4. The OISS will email you to inform you whether your request has been approved.
5. Report to the professor on the determined dates. Keep a record of each meeting by asking the professor to sign the "Day of Meeting" section. **Bring the completed form with signatures to the OISS after the 4th meeting**.

Failure to comply with these regulations violates your F-1 SEVIS status. Failure to follow the F-1 requirements may result in a termination of your SEVIS record and cancellation of your F-1 visa.

To be completed by Academic Advisor :

The student is eligible for a singular non-face-to-face class in their final term according to the criteria above.

Course #_____ Course Name_____ Term_____

Department Head or Advisor's Name	Signature	Date

To be completed by Instructor:

The student is eligible for a singular non face-to-face class in the final term according to the criteria above**.**

	To be completed **at the time of request**		To be completed **on the day of meeting**	
	Scheduled meeting date **Must be 2 weeks apart & specific dates listed**		Actual meeting date **Must be 2 weeks apart & specific dates listed**	Instructor's Signature
Meeting #1				
Meeting #2				
Meeting #3				
Meeting #4				

I agree to meet in person with this student on the dates above.

Instructor's Name	Signature	Date

To be completed by student:

I agree to meet with my professor during the determined dates above and return completed form to OISS after 4th meeting.

Student's Name	E number	Signature	Date

To be completed by OISS: The OISS confirms the student is registered for the named class and approves this request.

OISS Advisor Name	Signature	Date