

Request for Non-Face-to-Face Class- PhD only

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 Phd only.**
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