

Jones Hall 2nd floor rm. 200

Office of International Education

Tel: 940.898.3338

Fax: 940.898.2048

ONLINE COURSE REPORTING FORM

Updated December 2015

Immigration regulations state that no more than 3 credits per semester may be counted towards the “full-time enrollment” requirement. Some online courses have both online and an on-campus component. This form allows students to take such a course and count it as an on-campus course to comply with online limitation. In order to qualify as an “on-campus” course, the course listed below must meet one of the following criteria:

___ Course has required meeting times at a TWU campus

___ Professor has set up specific, on-campus requirement(s) for international students enrolled in the course

Do not submit the syllabus & schedule.

Do not submit this form for a televideo course or a hybrid course.

Do not submit this form if you are within the allowed hours (you may take 1 online course each semester without completing this form)

Student Name: _____ **ID#:** _____

Email: _____ **Phone:** _____

Degree Level: Bachelor's ___ **Master's** ___ **Doctorate** ___ **Major:** _____

Semester: Fall 20___ **Spring 20**___ **Summer 20**___

Course name and number: _____

Signature of Student: _____ **Date:** _____

To the Faculty: The above named F-1 student needs to complete this form for each course **OVER** the allowable one course that counts toward full-time enrollment.

Please describe the on-campus component of this class:

Name of Faculty: _____ **Phone:** _____

Signature of Faculty: _____ **Date:** _____

Please ask your professor to sign the completed form & submit it to the Office of International Education (Jones Hall, rm. 200, or fax to 940-898-2048). At the Houston site, please deliver it to the Student Life Office (rm. 2300 or fax to 713-794-2169) **by the 12th class day of the semester.**