MEMORANDUM

FROM: [Advisor Name / Title]

RE: Fall Semester 2021 Course Schedule for [Student Name]

DATE: [current date]

To Whom It May Concern:

Michigan State University (MSU) is offering both in-person and online instruction for Fall Semester 2021. Please refer to the [March 17, 2021 memo from Dr. Krista McCallum Beatty](https://oiss.isp.msu.edu/files/1016/1600/3468/Fall_2021_travel_memo.pdf), Director, Office for International Students and Scholars (OISS) for further detail on MSU’s operational plans.

MSU’s three available course modalities are as follows:

* In-Person: All instruction is delivered in-person in a classroom setting
* Hybrid: Some instruction is delivered in-person, some is delivered online
* Online: All instruction is delivered in an online setting

Students establishing a new F-1 or J-1 student visa status in the United States in the Fall 2021 semester are required to have at least one in-person or hybrid course.

The above-named student has set the following course schedule for the Fall 2021 semester:

|  |  |  |
| --- | --- | --- |
| Course Number | Course Name | Modality |
|  |  |  |
|  |  |  |
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OISS will assist all F-1 and J-1 international students in meeting enrollment requirements and complying with Student and Exchange Visitor Program (SEVP), Department of Homeland Security, and Department of State reporting requirements.

MSU requests your assistance in issuing emergency visa appointments for students and scholars so they can join their on-campus academic programs. Thank you for your time and consideration.

Sincerely,

[Academic Advisor]