

Request for Full-Time Certification For F-1 and J-1 International Graduate Students Only

In limited circumstances, F-1 and J-1 graduate students may be eligible for a Full-Time Certification (FTC). This certification enables a student to drop below the full-time credit requirement (9 credits) while still being considered a full-time student maintaining their immigration status. This form must be signed by the Academic Advisor, the Academic Dean, and the ISO Advisor. If eligible and authorized for an FTC, the ISO will notify the registrar of approval so they may update your registration status.

Eligibility

- **Must be a Graduate student in F-1 or J-1 status.**
- Must be making satisfactory progress towards to the completion of your degree in the normal length of full-time study.
- Must meet one of the three criteria below (Advisor’s completion section).

To be completed by the student

Name (Last, First)	GWID
Visa Type	GW School
Current Major	Degree Level
Term and Year for FTC (i.e. Spring 2018)	Anticipated graduation date
Are you currently employed?	Is your employment on-campus?
Number of hours per week	Supervisor name and phone number

To be completed by the Academic Advisor

Check the appropriate reason for Full-Time Certification for this student. Please review page two for the list of supporting documentation, if any. Advisor support letters are required only in specific instances.

- Full-time internship/externship/practicum required by the academic program.**

Designator	Course Title
Course Number	Credit Hours

- Preparation for comprehensive/general examination in the current semester.**

Date of Examination	
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- Full-Time Thesis/Dissertation Research**

- The student has taken and has passed all required comprehensive/general examinations.
- The student has completed all required coursework for the major (& minor, if applicable) and is engaged in full-time research for a Master’s thesis or Doctoral dissertation.

Certification

Based on my review of the student’s record, I hereby certify that this student is making satisfactory progress toward completion of the degree in the normal length of full-time study. The reason above for the full-time certification request is correct to the best of my knowledge.

Student Name	Signature	Date
Advisor Name	Signature	Date
Dean Name	Signature	Date
ISO Advisor Name	Signature	Date

Required Supplemental Documentation for Full-Time Certification Requests

Full-time internship/externship/practicum required by the academic program.

The academic advisor assisting with this request must attach documentation showing the employment is required (i.e. bulletin) for this student's degree program. Additionally, documentation must be provided to include the following information:

- The number of hours required to meet the requirement,
- Verification that the student has been placed in an appropriate position to meet the requirement, and
- Verification of appropriate academic enrollment.

NOTE: Any student who will be engaging in off-campus employment to meet this requirement must separately obtain Curricular Practical Training authorization (F-1 students) or Academic Training authorization (J-1 students) **prior** to engaging in the work activities.

Preparation for comprehensive/general examination in the current semester.

The student must be enrolled in appropriate courses as determined by the Department/College. Continuous Enrollment is not accepted.

Full-Time Thesis/Dissertation Research

The student must be enrolled in appropriate courses as determined by the Department/College. Continuous Enrollment is not accepted.

NOTE: If the student has been engaged in a Master's thesis for more than one (1) year, or Doctoral dissertation for more than three (3) years, a supplemental letter from the Academic Advisor is required. This letter must include the following:

- Be on GW letterhead
- Detailed explanation of the progress of the research
- Detailed explanation of the additional research required to complete the thesis or dissertation
- Anticipated graduation date
- Any additional, relevant information supporting the request for ongoing full-time certification approval and support on the GW I-20 or DS-2019 sponsorship