

**REQUEST FOR CERTIFICATION FOR FULL-TIME STUDENT STATUS
For F-1 and J-1 International Graduate Students Only**

U.S government regulations require all students holding F-1 or J-1 status to be enrolled in a full-time course of study in the Fall and Spring semesters. *Graduate students are required to maintain 9 semester hours minimum. In addition, students must make satisfactory progress toward completion of the degree in the normal length of full time study.* In limited circumstances, a student may be considered to be enrolled full-time even though they intend to register for fewer credits than those specified above. The academic advisor is responsible for ensuring that the reasons for this certification are true and correct. Approval from the academic Dean's office is required. An advisor in the International Services Office will determine that the full-time status certification satisfies current immigration law. After all authorizations are obtained, this form must be forwarded to the Office of the Registrar so that the student's record can be updated to reflect full-time status.

TO BE COMPLETED BY THE STUDENT

Family Name: _____ First Name: _____ Middle Name: _____
Student I.D. #: _____ Visa Type: _____ Degree Level: _____
Major: _____ School: _____
Semester/Year of Request: _____ Anticipated Graduation Date: _____
Do you work? Yes No On-campus Off –campus Place of employment: _____
Number of hours per week: _____ Supervisor's name and telephone number: _____

TO BE COMPLETED BY THE ACADEMIC ADVISOR, WITH APPROVAL FROM THE ACADEMIC DEAN:

If this student has been determined for any reason other than coursework to be eligible for full-time certification (i.e., if the student is completing a thesis or dissertation), please indicate below. Attach additional information, if necessary.

Full time internship/externship/practicum required by his/her program. Please attach documentation which shows that this **employment is required for the program (i.e. bulletin), the number of hours required to meet this requirement, verification that the student has been placed in an appropriate position to meet the program requirement, and registered for the appropriate course.** To engage in employment required for the degree program, an F-1 or J-1 student must obtain **written authorization** for Curricular Practical Training or Academic Training from the International Services Office **prior to engaging in any employment.** It is the student's responsibility to obtain the appropriate authorization.

Designator	Course Number	Credit Hours	Course Title
------------	---------------	--------------	--------------

Preparation for comprehensive/general examination in the current semester. Date of examination:

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

Full Time thesis/dissertation research. Please indicate below that the student has met the following requirements:

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 master's thesis or doctoral dissertation research on a full-time basis.

The student must be enrolled in a thesis/dissertation or continuing research course. Continuous Enrollment is not acceptable.

Note: If the student has been engaged in master's thesis research for more than one year, or doctoral dissertation research for more than 3 years, please include a memo, on GW letterhead, providing an explanation of the progress on the research, explanation of the additional research or work that is required and the anticipated graduation date.

CERTIFICATIONS. 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 for the full-time certification is true and correct.

Student's Signature		Date
Academic Advisor's Name	Signature	Date
Dean's Name	Signature	Date