# Certification of Full-Time Status for Graduate Students

Syracuse University considers you a full-time student, and the Registrar can confirm your full-time status directly, if you are matriculated in a graduate degree program and meet one of the following criteria for the semester in which verification of full-time status is requested:

1. You are registered for 9 credits, or

2. You hold an appointment as an assistant or associate (teaching, research, or graduate) or fellow and are registered for the given semester.

If you do not meet either of the above criteria, your academic unit can certify you as full-time if you are registered for the semester specified below and are engaged in one of the following activities appropriate to your degree:

1. studying for preliminary, qualifying or comprehensive examinations, or
2. studying for a language or tool requirement, or
3. actively working on a thesis or dissertation, or
4. undertaking an internship the equivalent of at least 9 academic credits, or
5. other special circumstances as specified and justified by the academic unit.

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Name:_____
(Last) (First) (M.I.)

SUID: _____-_____ Semester/Year:_____

Address:_____

Degree Program: □ Doctoral □ Master's □ Other: _____

Department: _____

Department Address: _____
(Room/Number) (Building)

The academic department certifies this student is full-time, by virtue of the following activities:

□ Study for preliminary, qualifying or comprehensive examinations
□ Study for language or tool requirements
□ Work on thesis or dissertation
□ Internship equivalent to 9 credits
□ Other special circumstances as specified and justified by the academic unit

Departmental Certification: _____ _____ _____
(Date) (Chairperson Name) (Signature)

I verify that the above information is accurate: _____
(Student signature)

**Certification of Full-Time Status forms with student and departmental signatures should be sent to the Office of the Registrar, 106 Steele Hall.**