

# Certification of Full-Time Status for Matriculated Graduate Students

**PLEASE NOTE: The deadline to submit this certification is 5pm on the day of the add deadline for each Fall and Spring semester. Please refer to the Academic Calendar for exact dates.**

Syracuse University considers you a full-time student, and the Registrar can confirm your full-time status directly, if you meet one of the three criteria, below, for the semester in which verification of full-time status is requested. Your status is used for a variety of purposes, including the determination of federal loan eligibility and/or repayment.

1. You are registered for full-time study (9 credits in the fall, spring, or summer in a program approved by your advisor).
2. You hold an appointment as a graduate assistant or fellow and are registered for the semester (fall and spring only).
3. You are registered for fewer than 9 credits but for at least 0 credits of thesis, dissertation, or degree in progress for the semester and are engaged, at a level equivalent to full-time study, in one or more of the following activities, as appropriate to and certified by your program:
  - studying for preliminary, qualifying, or comprehensive examinations
  - studying for a language or tool requirement
  - actively working on a thesis or dissertation
  - an internship

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## Department/program certification of full-time equivalent study for

Name (Last Name, First Name):

SUID:

Semester/Year:

### who is matriculated in the following program:

Doctoral                  Masters  
Other

The department/program certifies this student as full-time by virtue of engaging in the following activities appropriate to the program at a level equivalent to full-time study (check all that apply):

Study for preliminary, qualifying, or comprehensive exams                  Study for language or tool requirements  
Work on thesis or dissertation                  An internship

Department/Program:

Department/Program Chair/Director (print name):

Chair/Director Signature:

Date:

I verify the above information is accurate (Student Signature):

Date:

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**Please send the completed form to the Office of the Registrar, 106 Steele Hall.  
International students must also provide a copy to the Slutzker Center, 310 Walnut Place or email a copy to lescis@syr.edu.**