

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. All full-time students are subject to the health insurance requirement.

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). This form is not needed.
2. You hold an appointment as a graduate assistant or university fellow and are registered for the semester (fall and spring only). This form is not needed.
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.

Department/Program Certification of Full-Time Equivalent Study

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):

Please sign clearly within the shaded boxes below. If signing electronically, type your full legal name.

Chair/Director Signature:

sign here ↓

Date:

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

sign here ↓

Date:

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Please send the completed form to the Office of the Registrar at registrar@syr.edu.

International students must also provide a copy to the Center for International Services, 310 Walnut Place, or email a copy to international@syr.edu.