

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC
International Services Office

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

(Note: Approval must be given each semester PRIOR to the start of each semester.)

U.S government regulations require all students in 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 he/she intends 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.

SECTION A: TO BE COMPLETED BY THE STUDENT

Family Name: _____ First Name: _____ Middle Name: _____
 Student I.D. #: _____ - _____ - _____ Social Security Number: _____ - ____ - _____ Country of Citizenship: _____
 Visa Type: _____ Degree Level: _____ Major: _____ School: _____
 Semester/Year of Request: _____ Credit hours currently enrolled: _____ Anticipated Graduation Date: _____
 Do you work? Yes _____ No _____ On-campus _____ Off -campus _____ Place of employment: _____

SECTION B: TO BE COMPLETED BY THE ACADEMIC ADVISOR, WITH APPROVAL FROM THE ACADEMIC DEAN: 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. copy of course description in Bulletin), the number of hours needed to meet this requirement, verification that the student has been placed in an appropriate position to meet the program requirement and is 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.** Please refer the student to an ISO employment workshop, an appointment with an ISO advisor or instructions for obtaining work authorization. It is the student's responsibility to obtain the appropriate authorization.*

CRN _____ Subject _____ Course Number _____ Section 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 estimated completion date of studies.*

SECTION C: 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	_____ Email address	_____ Date
Academic Advisor's Name (please print)	_____ Signature	_____ E-mail address / phone number	_____ Date
Dean's Name (please print)	_____ Signature	_____ E-mail address / phone number	_____ Date
Name of ISO Advisor / (P)DSO/(A)RO	_____ Signature	_____ Date	

Updated 10-05-2004 S:/...Certification for Full Time Enrollment Spring