

**LEHIGH UNIVERSITY  
GRADUATE STUDENT REQUEST FOR FULL-TIME CERTIFICATION**

Full-time student status plays a crucial role in determining eligibility for loans, for setting loan-repayment schedules, and for determining various legal qualifications. Lehigh is, therefore, required to confirm that students meet all requirements for full-time status. This form is designed for such confirmation.

Graduate students who register for a minimum of nine (9) credit hours each semester or three (3) credit hours in each summer session automatically qualify for full-time status, **unless they are disqualified by employment** (see below).

**Employment Status**

Are you employed 75% of the time or more by any single business or institution (including Lehigh)? (Please check 1 box below.)

**No.**  
[Continue below.]

**Yes.**  
[Stop! You do **not** qualify for full-time certification.]

Graduate students who register for fewer than nine (9) credit hours may qualify for full-time status **only** (1) after fulfilling all degree credit-hour requirements *or* (2) by meeting special conditions listed below. Students who are registered for fewer than nine (9) credit hours but who qualify for full-time status must have that qualification certified *every semester* by their graduate program and college graduate associate dean (signatures below).

**IMPORTANT:**

Students certified as full-time as a result of being registered for master's thesis (qualification #1 below) are expected to complete that thesis in one semester. If they need an additional semester to complete the master's thesis, they must petition SOGS on a semester-by-semester basis for such additional time *before* they can be certified again as full-time under qualification #1.

To determine your eligibility for full-time certification when registered for fewer than nine (9) credits in a regular semester or fewer than three (3) credits in the summer, please complete the section below.

**Program of Study Qualification:**

Please check all boxes below that apply to your status in your program of study.

	0. INTERNATIONAL STUDENT: I am an international student studying in the United States under a student visa.
	1. MASTER'S DEGREE: I have completed all course requirements with only thesis completion remaining (at least 1 credit of registration).
	2. MASTER'S DEGREE: I am registered for the remaining credits to complete my degree (fewer than 9 credits).
	3. DOCTORATE: I am registered for the remaining credits (at least three) to complete the credit requirement for the doctorate but have not yet been admitted to candidacy.
	4. DOCTORATE: I have been admitted to doctoral candidacy, have completed the course and credits minimum requirements for the doctorate and am registered for at least one (1) credit.
	5. INTERNSHIP: I am registered for a required full-time internship carrying fewer than nine (9) credits.
	6. SPECIAL CIRCUMSTANCES: Special <i>academic</i> circumstances permit me to be considered for full-time certification. I attach documentation explaining these circumstances.

I certify that I have responded truthfully above and confirm that I qualify for full-time certification for the period indicated in the blank to the right.

	Semester/year
Student signature: _____	Date: _____
Student name (print): _____	LIN: _____
Program confirmation (signature): _____	Date: _____
Assoc. Dean confirmation (signature): _____	Date: _____