

HALF-TIME/FULL-TIME CERTIFICATION REQUEST (GRADUATE STUDENTS ONLY)

The George Washington University
Office of the Registrar @
Colonial Central
Marvin Center Ground Floor
Phone: (202) 994-4900
Fax: (202) 994-0282

If you are mailing your request, please send it to:
Office of the Registrar, 44983 Knoll Square, 2nd Floor, Ashburn, VA 20147

Note: This form is not to be used by international students on F or J visas. Please contact ISO for the correct form. Forms are found on the ISO web site at <http://gwired.gwu.edu/iso>

If approved, this form will allow certification of full- or half-time study with a registration of fewer credits than officially required: 9 credits per semester for full-time study; 4.5 credits per semester for half-time study. In the summer, full-time status requires 6 credits and half-time status requires 3 credits.

If approved, the full- or half-time status will be entered into the student record system. This information is available to offices across campus, such as housing and financial aid, and is reported electronically at least twice a semester to the National Student Loan Data System (NSLDS). Once reported, almost all lenders and guarantee agencies have access to this data. Students do not have access to this online information.

Notes to Students

- Requests for exception to the official registration requirements will **only** be considered for reasons listed on the following form. Students at the end of their program of study who only require a three-credit course in a semester to complete their degree **cannot** be certified either full- or half-time. Similarly, students at the end of their program taking 6-8 credits of coursework cannot be certified full-time.
- Students working more than 20 hours per week cannot be certified as full-time.
- Students must complete a form for **each semester requested**.
- Only **current and past** semesters may be verified.
- Students must be registered for the semester requested before the form can be processed.
- Incomplete forms will not be processed and will be returned. All signatures are required.
- Forms cannot be approved and enrollment status updated until the first day of classes for the semester requested. Students must be registered for the category indicated on their request form.
- Students must submit special requests to notify offices outside of the University of their status by completing a *Request for Certification* form through the Office of the Registrar.
- The *Request for Certification* form may also be required if the Half-time/Full-time Certification form was approved **after** the data was submitted to the NSLDS.

Notes to Administrators

- The advisor's signature is required to verify that the student's academic department approves the registration status that the student proposes.
- The Dean's signature provides further oversight of the registration plan.
- The Registrar's signature certifies the status and represents the final step in the process.

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REQUEST FORM (GRADUATE STUDENTS ONLY)**

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Completed forms should be signed by the student's academic advisor and then submitted to the student's Graduate School Dean's Office. If approved, the Dean's Office will forward the form to the Office of the Registrar, where final certification is determined. The student will be notified by the Registrar if the request is not approved.

Name: _____	GWid: _____
Daytime Phone: _____	Email: _____
School: _____	Degree: _____
Field of Study: _____	Certification requested for: Semester: _____ Year: _____
Registration: <input type="checkbox"/> Credit hours (please indicate # of hours): _____ <input type="checkbox"/> Continuous Enrollment <input type="checkbox"/> Cooperative Education	
Do you work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate hours per week: _____	
Certification requested: <input type="checkbox"/> Half-time <input type="checkbox"/> Full-time	
During the semester specified above, which activities are (or were) you participating in (attach additional information if necessary): <input type="checkbox"/> Thesis / Dissertation Research <input type="checkbox"/> Preparing for Comprehensive / General Examination <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Required Internship / Externship / Practicum	
Please send copies of this form to the following GW offices: <input type="checkbox"/> Payroll Services (FICA exemption) <input type="checkbox"/> Other: _____	
Student Signature: _____	Date: _____

I concur with the student status as indicated above.	
Advisor's Signature: _____	Date: _____

Graduate School Action: <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Do NOT Recommend Approval	
Dean's Signature: _____	Date: _____

Registrar's Action: <input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved	
Registrar's Signature: _____	Date: _____