

Certification of Full-Time Student Status for Master's Students

Who should file: Master's students who need to be considered full-time and who are registered for a minimum of one credit hour, but fewer than 12 credit hours (or fewer than nine credit hours with a TA, GA or RA position) and whose department verifies they are working full-time on the master's capstone requirement, completing final courses, or working full time on an internship related to their program.

When to file: Prior to the first week of classes for the semester in which the student is to be certified.

Last Name _____ First Name _____

UB Person Number _____ Email _____

Academic Dept. _____ Degree Program _____

Reason why full-time status is needed (check all that apply): Loan Deferral ___ Loan Application ___

Immigration Status ___ Tuition Scholarship ___ Other: _____

Semester(s) for which full-time status is needed: Fall ___ Spring ___ Summer ___ Year _____
(Full-time status can be approved for a maximum of two semesters and only if you meet the eligibility requirements below. To apply for additional semesters, a written request and progress update from your major advisor must be submitted.)

Expected degree conferral date (month / year): _____

Major Advisor Verification (select one):

___ With my signature below, I verify that the above-named student has completed or is currently completing all course requirements for the master's degree, except for the final capstone and will be working full-time on final courses and/or the following master's capstone: Exam* ___ Portfolio ___ Project ___ Thesis ___

*If exam, please indicate exam semester and year: _____

___ With my signature below, I verify that the above-named student is working full time on an internship related to their program (department must attach a letter).

Major Advisor: Check the appropriate boxes below. Note A and B must correspond to qualify for full-time status.

- A.** The number of credit hours for which the student will be registered.
- B.** The number of hours per week the student will be working outside the classroom on a master's thesis, project, portfolio or comprehensive exam preparation.

A	11 ___	10 ___	9 ___	8 ___	7 ___	6 ___	5 ___	4 ___	3 ___	2 ___	1 ___
B	3 ___	6 ___	9 ___	12 ___	15 ___	18 ___	21 ___	24 ___	27 ___	30 ___	33 ___

Required Approvals

Student _____
Print Name
Signature
Date

Major Advisor _____
Print Name
Signature
Date

Submit completed form to the Graduate School at grad@buffalo.edu or 408 Capen Hall.

For Graduate School Use Only

Reviewer: _____ Approved _____ Denied _____

Comments: _____ Revised 4/28/20