

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 Department _____ 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 and 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/sign/date) _____

Major Advisor (Print/sign/date) _____

Submit completed form to the Office of the Registrar: reg-degreeaudit@buffalo.edu.