



Office of the Registrar  
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### Full Time Certification-Graduate Division

Please have this form approved by the Department Deputy Chairperson, and then return it to the Enrollment Services Center.

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First Middle

Semester: ☐ Fall ☐ Spring ☐ Summer Year \_\_\_\_\_

**The above named students should be certified as full time based upon the combination of enrolled courses and the following activities:**

- |   |                                    |
|---|------------------------------------|
| • Thesis (3 credits provided the student is not enrolled in a credit bearing Thesis research course)  | _____                              |
|   | Equated Credits                    |
| • Preparation for comprehensive/language examination to be taken this semester (3 credits for each)   | _____                              |
|   | Equated Credits                    |
| • Graduate fellowship, internship (3-6 credits based upon type of assistantship: A or B)  | _____                              |
|   | Equated Credits                    |
| • Other (internship, work experience, etc., which is a requirement of the program. One credit for every 3 hours of work per week for a total of 15 weeks. Additional credit may not be granted for regularly assigned hours within an existing course for internships, work experience, etc.) | _____                              |
|   | Equated Credits                    |
| • Total registered credits for this semester (verify by looking at registration bill/schedule)  | _____                              |
|   | Actual Credits                     |
| • Total actual credits and total equated credits  | _____                              |
|   | Total Equivalent for Certification |

Department \_\_\_\_\_ Telephone No. \_\_\_\_\_

Deputy Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Full-Time (Graduate) – A student enrolled for 12 or more graduate credits. A student may be classified as full-time with fewer than 12 credits on the basis of thesis, comprehensive examination or language preparation, a graduate fellowship, an internship, or independent coursework. The graduate deputy chairperson of the department and the Office of the Registrar must approve all requests for full-time certification. Students certified as full-time must pay all applicable full-time tuition and fees.**

International students (F-1 & J-1 students) are required to also contact the Office of International Student Services in Room 235 West Quad (718-951-4477 [iss@brooklyn.cuny.edu](mailto:iss@brooklyn.cuny.edu)) for full-time certification in SEVIS.