



International Student and Scholar Services  
 Room 235 West Quad  
 2900 Bedford Avenue · Brooklyn, NY 11210  
 TEL 718- 951 4477  
[iss@brooklyn.cuny.edu](mailto:iss@brooklyn.cuny.edu)

**Full Time Certification-Graduate Division**

Please have this form approved by the Department Deputy Chairperson, and then return it to the Office of International Student and Scholar Services.

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 9 or more graduate credits. A student may be classified as full-time with fewer than 9 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 must approve all requests for full-time certification.**

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