

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

If you are mailing your request, please send it to:

Office of the Registrar  
Enterprise Hall, Suite 390  
44983 Knoll Square  
Ashburn, VA 20147

**Note:** This form is not to be used by international students on F or J visas. For the correct form, please contact ISO at (202) 994-4477 or <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 page. Students at the end of their program of study who only require a 3-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 Services* form through the Office of the Registrar.
- The *Request for Certification Services* 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.

THE GEORGE  
WASHINGTON  
UNIVERSITY

WASHINGTON, DC

Office of the  
Registrar

Colonial Central  
Marvin Center  
Ground Floor

Phone:  
(202) 994-4900

Fax:  
(202) 994-0282

Email:  
registrar@gwu.edu

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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:  Credit hours (please indicate # of hours): \_\_\_\_\_  
 Continuous Enrollment  Cooperative Education

Do you work?  Yes  No If yes, please indicate hours per week: \_\_\_\_\_

Certification requested:  Half-time  Full-time

During the semester specified above, which activities are (or were) you participating in (attach additional information if necessary):

- Thesis / Dissertation Research  Preparing for Comprehensive / General Examination  
 Cooperative Education  Required Internship / Externship / Practicum

Please send copies of this form to the following GW offices:

- Payroll Services (FICA exemption)  
 Other: \_\_\_\_\_

## Student's Signature and Date:

\_\_\_\_\_  
Student's Signature Date

## Advisor's Signature and Date:

I concur with the student status as indicated above.

\_\_\_\_\_  
Advisor's Signature Date

## Dean's Signature and Date:

Graduate School Action:  Recommend Approval  Do NOT Recommend Approval

\_\_\_\_\_  
Dean's Signature Date

## Registrar's Signature and Date:

Approved  NOT Approved

\_\_\_\_\_  
Registrar's Signature Date

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