

LEHIGH UNIVERSITY
GRADUATE STUDENT REQUEST FOR FULL-TIME CERTIFICATION

Full-time student status plays a crucial role in determining eligibility for loans, for setting loan-repayment schedules, and for determining various legal qualifications. Lehigh is, therefore, required to confirm that students meet all requirements for full-time status. This form is designed for such confirmation.

Graduate students who register for a minimum of nine (9) credit hours each semester or three (3) credit hours in each summer session automatically qualify for full-time status, **unless they are disqualified by employment** (see below).

Employment Status

Are you employed 75% of the time or more by any single business or institution (including Lehigh)?
 (Please check one box below.)

No.
 [Continue below.]

Yes.
 [Stop! You do **not** qualify for full-time certification.]

Graduate students who register for fewer than nine (9) credit hours may qualify for full-time status **only** (1) after fulfilling all degree credit-hour requirements or (2) by meeting special conditions listed below. Students who are registered for fewer than nine (9) credit hours but who qualify for full-time status must have that qualification certified by their graduate program and college associate dean (signatures below).

To determine your eligibility for full-time certification when registered for fewer than nine (9) credits in a regular semester or fewer than three (3) credits in the summer, please complete the section below.

Program of Study Qualification:	
Please check all boxes below that apply to your status in your program of study.	
	I have completed all course requirements for a master's degree with only thesis registration remaining.
	I am registered for the remaining credits to complete my master's degree (fewer than 9 credits).
	I am registered for a required full-time internship carrying fewer nine (9) credits.
	I am registered for the remaining credits (at least three) to complete the credit requirement for the doctorate but have not yet been admitted to candidacy.
	I have been admitted to doctoral candidacy, have completed the course and credits minimum requirements for the doctorate and am registered for at least one (1) credit.
	Special circumstances permit me to be considered for full-time certification. I attach documentation explaining these circumstances.

I certify that I have responded truthfully above and confirm that I qualify for full-time certification for the period indicated in the blank to the right.

	Semester/year
Student signature: _____	Date: _____
Student name (print): _____	LIN: _____
Program confirmation (signature): _____	Date: _____
Assoc. Dean confirmation (signature): _____	Date: _____