

## **Confirmation of Full Time Equivalency**

**PLEASE SUBMIT THIS FORM VIA E-MAIL TO [OIS@TEMPLE.EDU](mailto:OIS@TEMPLE.EDU) OUR OFFICE IS TRYING TO IMPLEMENT A PAPERLESS SYSEM AND YOUR COOPERATION IS MOST APPRECIATED**

**Graduate students must be in compliance with the Temple University's full-time registration requirements. A graduate student enrolled for one of the following courses will be automatically considered full-time:**

- 9184
- 9284
- 9994
- 9995
- 9996
- 9998
- 9999

**Grad students at the thesis or dissertation stage may enroll for only 1 credit hour per semester, depending on Graduate School and department requirements. Again, to be automatically considered full-time and in compliance with graduate school policy, you must be registered for one of the above referenced courses.**

**Grad students with a Full Time TA, RA or Grad Externship may be considered full-time with 6 semester hours AND departmental approval. Please provide a copy of the first page of your award letter.**

**If OIS does not find any problem with this request, your OwlNet "International Student" screen will indicate full-time enrollment and you will NOT receive an e-mail confirmation from this office.**

**The form must be printed, completed, signed by the academic advisor and then faxed to 215 204 6166 OR emailed directly from the academic advisor's account.**

<b>Student's Name:</b>	
<b>TU ID#:</b>	
<b>Student's Email:</b>	
<b>Field of Study:</b>	
<b>Total # of Credits Needed to Receive Degree:</b>	
<b>Total # of Credits Accumulated to Date:</b>	
<b>Semester for reduced course load:</b>	
<b>Please choose which situation below applies to the student:</b>	
<input type="checkbox"/> Undergrad or Grad student enrolled part-time during final semester of degree program	
<input type="checkbox"/> Student holds full time Assistantship/Externship [PROVIDE A COPY OF AWARD LETTER] – Student must be registered for a MINIMUM of 6 credits	
<input type="checkbox"/> Grad Student is in final semester of coursework and will advance to thesis/project/research stage next semester. Any subsequent registration for required coursework will place the student in violation of her/his F-1/ J-1 student status	
<input type="checkbox"/> Student is at the <input type="checkbox"/> thesis/ project or <input type="checkbox"/> dissertation research/writing stage - student has already completed all coursework needed for degree and is registered for a minimum of 1 credit	
<input type="checkbox"/> Grad Student has completed all coursework and is preparing for comps/prelims which student MUST pass before moving forward in degree program - Date of Prelim Exams	
<b>Advisor's Name:</b>	
<b>Advisor's Signature:</b>	
<b>Advisor's Email:</b>	
<b>Date:</b>	