VERIFICATION OF FULL-TIME/HALF-TIME STATUS FOR GRADUATE STUDENTS
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

STUDENT NAME (LAST, FIRST, M.I.):________________________________________________________ ASU ID NUMBER:____________________

Is the graduate student named above a □ Teaching Assistant/Research Assistant (fill out section 1 of this form only)
or a □ Graduate Student Engaged in Research, Thesis, Dissertation, or Continuing Registration Activities (fill out section 2 of this form only).

SECTION 1 (For Teaching Assistants/Research Assistants only):

The graduate student named above has requested that his/her enrollment status at Arizona State University be considered □ Full-Time for the: _______________ Year ____

(term)

This request is based upon work which extends beyond the number of credit hours for which the student is registered. This may include employment as a Teaching Assistant or Research Assistant.

Based on your written confirmation of this effort, the University Registrar’s Office is able to verify full-time enrollment for students enrolled in six or more credit hours and engaged in a Teaching Assistantship. This process is for the purpose of loan deferment only – this process does not permit new student loan borrowing.

SECTION 2 (For Graduate Students Engaged in Research, Thesis, Dissertation, or Continuing Registration Activities only):

The graduate student named above has requested that his/her enrollment status at Arizona State University be considered □ Full-Time or □ Half-Time for the: _______________ Year ____

(term)

This request is based upon academic work which extends beyond the number of credit hours for which the student is registered. This may include registration in research (582, 692, or 792 courses), thesis (599 courses), dissertation (799 courses), or continuing registration (595, 695, 795 courses).

Based on your written confirmation of this effort, the University Registrar’s Office is able to verify half-time enrollment status for students engaged in twenty or more hours per week of the above named activity or full-time enrollment status for students engaged in forty or more hours per week in the above named activity. This process is for the purpose of loan deferment only – this process does not permit new student loan borrowing.

If the student meets the above named qualifications, please complete the appropriate section only and return this form to University Registrar Services, Records and Enrollment Services, Student Services Building (SSV), room 140, mail code 0312. Questions may be directed to University Registrar Services staff in the Records and Enrollment Services at (480) 965-3124.

Department Chair/School Director:
I confirm that I have evaluated the above named student’s academic endeavors, and I confirm that he/she satisfies the requirements for the enrollment status indicated and described above.

________________________________________________________________________________________________________

College/School

Department/School

Department/School Stamp:

Name (please print or type) ___________________________ Date ________________

Department Chair/School Director Signature ___________________________ Date ________________