University at Buffalo
The Graduate School

Certification of Full-Time Student Status for PhD Students

Who should file: Students who need to be considered full-time and who are registered for a minimum of one credit hour, but fewer than 12 credit hours (or fewer than nine credit hours with a TA, GA or RA position) and whose department verifies they are working full-time on a doctoral practicum, preparation for a doctoral qualifying exam, doctoral research, or dissertation writing.

Doctoral students may be certified full-time until the anticipated degree conferral date on the Application to Candidacy (up to a maximum of seven years from your admission date).

When to file: Prior to the first week of classes for the semester in which the student is to be certified.

Last Name _____ First Name _____

UB Person Number _____ Email _____

Academic Department _____

Reason why full-time status is needed (check all that apply): Loan Deferral ☐ Loan Application ☐

Immigration Status ☐ Tuition Scholarship ☐ Other: _____

Semester(s) for which full-time status is needed: Fall ☐ Spring ☐ Summer ☐ Year _____

Major Advisor: Check the appropriate boxes below. Note A and B must correspond to qualify for full-time status.
A. The number of credit hours for which the student will be registered.
B. The number of hours per week the student will be working outside of the classroom on a doctoral practicum, preparation for a doctoral qualifying exam, conducting doctoral research, or dissertation writing.

A	11 ☐	10 ☐	9 ☐	8 ☐	7 ☐	6 ☐	5 ☐	4 ☐	3 ☐	2 ☐	1 ☐
B	3 ☐	6 ☐	9 ☐	12 ☐	15 ☐	18 ☐	21 ☐	24 ☐	27 ☐	30 ☐	33 ☐

Required Attachments

You must submit your original Application to Candidacy with this form (or a photocopy if the original was previously submitted).

Required Approvals

Student _____
Print Name Signature Date

Major Advisor _____
Print Name Signature Date

Chair/Director of Grad. Studies _____
Print Name Signature Date

Submit completed form and attachments to the Graduate School at grad@buffalo.edu.

For Graduate School Use Only

Reviewer: _____ Approved _____ Denied _____

Comments: _____ Revised 4/5/21

408 Capen Hall, Buffalo, NY 14260-1608
Tel: 716-645-2939 Fax: 716-645-6142