

**THE GRADUATE SCHOOL
Binghamton University**

**CERTIFICATION OF FULL-TIME WORKING TOWARD DEGREE STATUS
FOR STUDENTS NOT RECEIVING FUNDING (TUITION SCHOLARSHIP OR STIPEND)**

Who should file: Students who are ABD or course complete, and need "full-time working toward degree" status.

When to file: For certification to count for the semester, the certification application must be submitted to the Graduate School no later than the first day of the semester.

Student:

Name: _____ BU # _____

Mailing address: _____ Degree Sought: _____

Semester(s) for which certification is requested: Fall _____ (yr) Spring _____ (yr) Summer _____ (yr)

Purpose for which certification is requested (check one or more):

Loan Deferral Loan Application Immigration Status

I am Course Complete ABD

I have completed all course work required for the degree; and I am working at least the number of hours per week to complete the thesis or dissertation required below, given the number of credits that I am taking this semester.

Signature Date

Academic Department:

I certify that the above student meets the following criteria and therefore should be considered full-time working toward degree:

Student

- 1) has completed all coursework and other departmental requirements with exception of thesis/dissertation AND
- 2) has received written approval of Admission to Candidacy for degree at the departmental level AND
- 3) has registered for at least 1 credit hour in the current semester AND
- 4) will be working at least the number of hours per week to complete the thesis or dissertation required below, given the number of credits that the student is taking this semester, as indicated below:

Semester credit hours registered	9	8	7	6	5	4	3	2	1
Number of weekly hours (in addition to class hours) required for full-time working toward degree status	9	12	15	18	21	24	27	30	32

Signatures and Routing:

Principal Supervisor: _____ Date _____

Dept. Chair/Director of Grad. Studies: _____ Date _____

APPROVE DISAPPROVE The Graduate School: _____ Date _____

COMMENTS: _____

Forward original of completed form to The Graduate School, AD134, Binghamton University