



SMU®

International Student & Scholar Services Office

VERIFICATION OF FULL-TIME STATUS DUE TO TEACHING ASSISTANTSHIP OR RESEARCH ASSISTANTSHIP. THIS FORM IS TO BE COMPLETED BY THE DEPARTMENT CHAIR VERIFYING A STUDENT’S FULL-TIME STATUS WHO IS ENROLLED IN LESS THAN 9 OR MORE CREDIT HOURS.

Dear Department Chair/Associate Dean:

The Department of Homeland Security has authorized Designated School Officials to consider a student in full-time status for purposes maintaining legal status in the U.S. even when enrolled for less than a full course of study for certain specified reasons. **Authorization by submission of this form to the ISSS Office must be obtained prior to the student reducing their course load.** DHS allows graduate students on teaching or research assistantships to be enrolled for less than a full course of study when the department requirement for ALL STUDENTS on a teaching or research assistantship allows such individuals to be registered for less than full-time hours.

“Students who are assigned teaching or research responsibilities pursuant to the terms of a scholarship or fellowship may carry a reduced course load. For example, a student enrolled in a master’s program [may be] normally required to carry 9 semester hours [to be classified as full time]. However, it is a common practice among, educational institutions to restrict students awarded teaching or research assistantships to 6 semester hours.” See [Supplemental Information to 8 CFR 214, Federal Register, 29 October 1991, pp. 55609-10] for F-1 students. Updated to Fs in 8 CFR 214.2 (f) (6) (i) (H). For J-1 students code 22 CFR 62.33(e) applies.

This form will become a permanent part of our records and will be used as documentation for less than full-time hours. Our records are subject to review by DHS.

Semester and Year of RCL: _____

Student’s Name: _____

Student’s ID #: _____

Hours Department Policy states constitute full-time for all students on Research/Teaching Assistantships: _____

“I verify that the above named student is on a Teaching Assistantship Research Assistantship. I verify that _____ credit hours are required for all students to be considered full-time in my department while on a teaching or research assistantship.”

Name (please print): _____

Phone: _____

Title: _____

Department: _____

Signature: _____

Date: _____

Comments: _____