



SMU®

## International Student & Scholar Services Office

### VERIFICATION OF FULL-TIME STATUS DUE TO COMPLETION OF FORMAL COURSEWORK FOR STUDENT WORKING ON THESIS/DISSERATION OR PREPARING FOR COMPREHENSIVE EXAMS.

Dear Dean or Department Chair:

The Department of Homeland Security (DHS) has authorized the ISSS Office to consider a student in full-time status for purposes of maintaining legal status in the U.S. Authorization by submission of this form to the ISSS Office must be obtained **prior** to the student **reducing** their course load. The DHS allows graduate students who have **completed all** formal course work **requirements** but who are working on a thesis/dissertation to be considered full-time even though such students are enrolled for less than a full course of study. Graduate students who have completed formal course work and are preparing for comprehensive examinations or are engaged in research, thesis or dissertation must **still** be registered to maintain matriculation status or enrolled for a number of credit hours less than that routinely defined as full time (9 hour or more for graduate students at SMU) if this is a standard academic policy in their department. See Code of Federal Regulations [8 CF 214.2 (f)(6)(i)(A)] for F-1 graduate students. For J-1 students code 22 CFR 62.23(e) applies.

#### VERIFICATION SIGNATURE

**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.**

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

"I verify that the above named student has completed all formal course work and is currently completing the thesis/dissertation or preparing for comprehensive examinations. This is reflected in the student's registering for the above listed course(s)"

Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_