

## 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. PhD students may be certified full-time through the expected degree conferral term on the PhD Application to Candidacy (up to a maximum of seven years from admission to the program). If the PhD ATC is not yet completed, certification is limited to **two semesters** while working on the PhD qualifying exam/process.

**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 full-time status is needed (check all that apply):**

Loan Deferral       Loan Application   
 Immigration Status       Scholarship/Assistantship       Other: \_\_\_\_\_  
 Semester(s) for which full-time status is needed:  Fall \_\_\_\_\_  Summer \_\_\_\_\_  Spring \_\_\_\_\_  
YEAR YEAR 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.

<b>A</b>	11	<input type="checkbox"/>	10	<input type="checkbox"/>	9	<input type="checkbox"/>	8	<input type="checkbox"/>	7	<input type="checkbox"/>	6	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
<b>B</b>	3	<input type="checkbox"/>	6	<input type="checkbox"/>	9	<input type="checkbox"/>	12	<input type="checkbox"/>	15	<input type="checkbox"/>	18	<input type="checkbox"/>	21	<input type="checkbox"/>	24	<input type="checkbox"/>	27	<input type="checkbox"/>	30	<input type="checkbox"/>	33	<input type="checkbox"/>

**Required Attachments:** Completed and fully signed PhD Application to Candidacy with supporting documents.   
 Or, check here if PhD ATC was previously submitted to the Graduate School.   
 Or, pre-ATC, while working on qualifying paper or exam, indicate expected date (month) of completion or exam: \_\_\_\_\_

**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](mailto:grad@buffalo.edu).**

**For Graduate School Use Only**

Reviewer: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Comments: \_\_\_\_\_ Revised 12/2024