

Full/Half-Time Equivalency

Office of Student Affairs • Registration Services • 82 Washington Square East, 2nd Floor, NY, NY 10003 (212) 998-5054/55

Student Information

<input type="radio"/> Ms <input type="radio"/> Mr			N
	First Name	Last Name	ID Number
Street		City	State Zip Code Telephone
		<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Department	Major	<input type="checkbox"/> Doctoral	<input type="checkbox"/> 6 th Yr Adv Cert Email Address
Check one of the boxes below:			
<input type="checkbox"/> American citizen or permanent resident		<input type="checkbox"/> International student on F1 or J1 visa	
		<input type="checkbox"/> International student on Other visa	

Instructions: Fill out the Student and Course Information boxes as well as all the information requested below **completely**. Obtain your advisor's signature on the reverse side then bring this form to Pless Hall, 82 Washington Square East, 2nd Floor. Master's Degree or Advanced Certificate students must have this form signed by Registration Services (212-998-5055) and Doctoral Degree students by the Office of Graduate Studies (212-998-5044). The office that signed your form will update your student record to full or half-time status. **You must fill out and submit a separate form for each semester in which you request full- or half-time equivalency.**

I request (check one) Full-time equivalency Half-time equivalency

I am enrolled in the following courses for the _____ semester and _____ year.

Course Number/Section	Points	Course Number/Section	Points

Master's Degree or Advanced Certificate students only (Please fill out completely):

- Program or departmentally required internship or clinical practice. Indicate the number of hours per week of internship/clinical practice _____.
- Master's final experience (3 points – granted only once)
- Master's final experience involving a gallery showing, performance or recital.
- Master's thesis:
 - (1) Indicate the number of hours per week working on the thesis _____.
 - (2) Indicate the anticipated date by which the Thesis Approval form will be filed with the Office of Graduate Studies _____.
 - (3) Thesis Title _____.
- Graduate Assistant, Research Assistant or Teaching Fellow in NYUSteinhardt.

Doctoral Degree students only (Please fill out completely):

- Departmental Candidacy Examination (3 points – granted for no more than one semester).
- Candidates working on dissertation topic (3 points – granted for no more than one semester).
- Required internship or clinical practice (School & Counseling Psychology students only). Indicate number of hours per week _____.
- Candidates with an approved dissertation committee chairperson working on the dissertation proposal (full or half-time equivalency granted for a maximum of 2 consecutive years). Indicate number of hours per week working on the dissertation proposal _____.
- Supervised research on the dissertation. Candidate must have an officially approved dissertation proposal on file with the Office of Graduate Studies. Indicate number of hours per week working on the dissertation _____.
- Graduate Assistant, Research Assistant or Teaching Fellow in NYUSteinhardt

Important Information:

Equivalency may be granted **only** for the purposes of visas, student loans, student loan deferral, TAP and Veterans' Benefits requirements.

A student is **not** eligible for equivalency if he/she is not registered for any credit bearing course work; therefore, **students registered for a leave of absence, maintenance of matriculation or zero credit courses will not be considered for equivalency.**

- If you are requesting full-time equivalency:**
 The University defines full-time coursework as a minimum of 12 points each term. Full-time equivalency students are expected to spend no less than 40 hours per week on a combination of coursework and/or the appropriate activity listed on the reverse side.
- If you are requesting half-time equivalency:**
 The University defines full-time coursework as a minimum of 6 points each term. Full-time equivalency students are expected to spend no less than 20 hours per week on a combination of coursework and/or the appropriate activity listed on the reverse side.

Financial Aid:

Financial aid is based on the actual number of credits for which you are enrolled rather than equivalency status. The minimum requirement for scholarship eligibility is 12 registered credits. If you have any questions, please consult the Office of Financial Aid, 25 West 4th Street, 212-998-4444 to determine your status.

Visas:

International students are eligible for equivalency status to determine full-time study **only** from the categories listed on the reverse side. International students who wish to pursue part-time study for any other reason must do so through the Office of International Students and Scholars at 561 LaGuardia Place, 212-998-4720. Please check the appropriate box concerning visas in the Student Information area on the first page and **fill in all information completely.**

Student Signature	Date
Academic Advisor (Masters or Advanced Certificate Students) or Doctoral Committee Chair Signature	Date

For NYUSteinhardt Use Only		
	Approval Signature	Date