Masters/Advanced Certificate
Full/Half-Time Equivalency Request

Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>N ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Program</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Year: ___________ FALL ☐ SPRING ☐ SUMMER ☐

Step 1. Are you an international student on a F1 or J1 visa?
YES ☐ If you checked YES, continue with step 3
NO ☐ If you checked NO, continue with step 2

Step 2. Are you registered (or will register) for 6 or more units for the term you are requesting equivalency?
YES ☐ If you checked YES, do NOT complete this form. You are eligible for financial aid if you are registered in 6 or more units
NO ☐ If you checked NO, continue with step 3

Step 3. Read both sides of this form
Step 4. Fill out all the information requested below completely
Step 5. Obtain your advisor’s signature in the box below
Step 6. Bring or mail this form to the address above or pdf a copy to steinhardt-registration-and-advisement-group@nyu.edu and Advisement and Registration Services will update your student record to full or half-time status

- Equivalency DOES NOT apply to scholarships; you must be registered for 12 units to receive your scholarship
- You must be registered for a minimum of 1 unit to qualify for equivalency
- You must submit a separate form for each term in which you request full- or half-time equivalency.
- Doctoral students should visit http://steinhardt.nyu.edu/doctoral/forms for the doctoral version of the equivalency form.

I request (check only one):
☐ Full-time equivalency (equivalent to 12 units) ☐ Half-time equivalency (equivalent to 6 units)

Select ONLY one reason for your equivalency request and complete ALL the information required:
☐ Program or departmentally required internship or clinical practice. Indicate the number of hours per week of internship/clinical practice (required) _____________

If you are requesting equivalency for either of the 2 reasons below, your expected term of graduation in Albert must be the same as the term you are requesting equivalency OR the following term (e.g. if you are requesting equivalency in the Fall 2016 term, your expected term of graduation must be either Fall 2016 or Spring 2017)

☐ Master’s final experience - 3 units granted each term for a maximum of 2 terms.
Master’s thesis:
(1) Indicate the number of hours per week working on the thesis (required) ___________.
(2) Indicate the anticipated date by which you will complete your thesis (required) ___________.
(3) Thesis Title (required) _______________________________________________________

Student Signature
Date

Advisor Signature
Print Advisor Name
Date

For NYU STEINHARDT
Advisement and Registration Use Only

Approval Signature
Date
Important Information:

You must register for at least one unit of coursework to be eligible for equivalency; **if you are registered for a leave of absence, maintenance of matriculation or zero–unit courses you are not eligible for equivalency.**

- **Financial Aid:**
  Half-time status (registration + equivalency = 6 or more units) is sufficient to meet financial aid eligibility for graduate student loans, student loan deferral, TAP and Veterans’ Benefits requirements **only.** However, financial aid is based on the **actual** number of units for which you are enrolled rather than your equivalency status.

  If you have problems receiving your disbursements, log into your Student Center in Albert and check your **Holds.** If you see “Enrollment Mismatch” complete the Anticipated Enrollment form:

  - Step #2: Select the Award Year
  - Step #3 Select the **Anticipated Enrollment** button

- **Scholarships:**
  The minimum requirement for scholarship eligibility is **12 registered units.** If you have any questions, please consult Graduate Admissions at 212-998-5030.

- **International Students:**
  Students in the United States on a F1/J1 visa **must maintain full-time status during each term** and are eligible for equivalency **only** for the listed reasons on the reverse side. International students who wish to study part-time for any other reason must apply to ‘register part-time’ from the Office of Global Services, 561 LaGuardia Place, 212-998-4720.

- **Half-time Equivalency:**
  The University defines half-time enrollment as a minimum of 6 units each term. Half-time equivalency students are expected to spend no less than 20 hours per week on a combination of coursework and/or the appropriate activity (internship, final experience, thesis) listed on the reverse side.

- **Full-time Equivalency:**
  The University defines full-time enrollment as a minimum of 12 units 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 (internship, final experience, thesis) listed on the reverse side.