

Masters/Advanced Certificate Full/Half-Time Equivalency Request

Student Information

First Name	Last Name	N ID Number
Department	Program	Email Address
Year: _____ FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>		

- 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	

Masters/Advanced Certificate Full/Half-Time Equivalency Request

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:

The screenshot shows the Student Center interface. On the left, under the 'Academics' tab, there are links for 'My Class Schedule', 'Shopping Cart', and 'Check Registration Status'. Below these is a dropdown menu for 'other academic...'. In the center, there is a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. On the right, there is a 'SEARCH FOR CLASSES' button, a 'Holds' section with an 'Enrollment Mismatch' hold (Sum 2011 - Financially Cleared), and a 'To Do List' section with items like '2011-2012 FAFSA' and 'Grad PLUS Loan Promissory Note'. At the bottom left, under the 'Financials' tab, there is a 'View Financial Aid' link. A yellow callout box with the text 'Step #1: Click the View Financial Aid link' has an arrow pointing to this link.

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.