### Masters/Advanced Certificate
#### Full/Half-Time Equivalency Request

**Student Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>NID Number</th>
<th>Department</th>
<th>Program</th>
<th>Email Address</th>
</tr>
</thead>
</table>

| Year: | FALL | JANUARY | 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 4.5 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 4.5 or more units
- NO [ ] If you checked NO, continue with step 3

**Step 3.** Read both sides of this form

**Step 4.** Obtain your advisor’s signature in the box below

**Step 5.** 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

- Effective FALL 2019 NYU changed the number of units for Administrative Full-time status from 12 to 9 units and for Half-time status from 6 to 4.5 units. This change does not affect the Academic full-time status that may be required by your program
- Equivalency DOES NOT apply to scholarships; you must be registered for 12 units to receive your Steinhardt scholarship. Contact your non-Steinhardt scholarship sponsor for their eligibility requirements.
- You must be registered for a minimum of 1 unit to qualify for equivalency
- Doctoral students should visit [http://steinhardt.nyu.edu/doctoral/forms](http://steinhardt.nyu.edu/doctoral/forms) for the doctoral version of the equivalency form.

I request (check only one):

- [ ] Full-time equivalency (equivalent to 9 units)
- [ ] Half-time equivalency (equivalent to 4.5 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 2019 term, your expected term of graduation must be either Fall 2019 or Spring 2020)

- [ ] 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) ____________________________________________

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Advisor Signature</th>
<th>Print Advisor Name</th>
<th>Date</th>
</tr>
</thead>
</table>

For NYU STEINHARDT Advisement and Registration Use Only

Approval Signature

Aug 2019
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 = 4.5 or more units) is sufficient to meet financial aid eligibility for graduate student loans, and student loan deferral. 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”,

Click on the **Finances** icon in the left-hand navigation bar:

![To Do (0)](image)

Click on the Financial Aid Links button:

[Financial Aid Links] [Accept/Decline Awards]

Select “Anticipated Enrollment” -> "Change Anticipated Enrollment" box -> In the "Anticipated Enrollment" field, enter the number of units in which you are currently (or will be) enrolled -> Press Save.

**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, 383 Lafayette Street, 212-998-4720.

- **Half-time Equivalency:**
  The University defines half-time enrollment as a minimum of 4.5 units each term. Half-time equivalency students are expected to spend no less than 15 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 9 units each term. Full-time equivalency students are expected to spend no less than 30 hours per week on a combination of coursework and/or the appropriate activity (internship, final experience, thesis) listed on the reverse side.