Office of Global Initiatives

ADVISER FORM FOR FULL-TIME CERTIFICATION

FOR MASTER'S DEGREE STUDENTS ONLY

All international master's degree students requiring certification of full-time status must submit this form. This form is for immigration purposes. You must submit this form to OGI after collecting all required signatures.

PERSONAL INFORMATION (to be filled out by the student)

Name: _____ ID#: _____ Email: _____ @njit.edu

Signature: _____ Date: _____

ACADEMIC INFORMATION (to be completed by the academic adviser)

Major: _____ Cumulative GPA: _____ Expected program completion date: _____

Credits Completed: _____ Number of credits enrolled this semester: _____

Graduate students are required to take at least 9 credits per semester. Only 3 online credits count towards full-time enrollment.

Select the reason for full-time certification:

☐ Student is taking less than required number of credits due to co-op/internship.

☐ Student is taking less than required number of credits due to this being the last semester. **(NOTE:** You must bring a copy of this form to the Registrar's office if you would like to drop below 9 credits during your last semester at NJIT. International students are allowed to register below 9 credits during their final semester. You must have at least one in-person class in your final semester.)

☐ Registered in 701B (3 credits of Master's Thesis). Must have successfully completed, or complete in the current semester, all required coursework in the program.

If this student is taking more than the required number of credits for this program, please explain why:

☐ Student changed majors and previous coursework does not apply to this major.

☐ Student was not advised properly regarding required coursework.

☐ Student needs to repeat coursework because of poor grade/low GPA that does not allow for graduation.

☐ Other: _____

Please be advised that, per federal regulations, students who have completed the required coursework to graduate are not eligible to continue in the program. Regardless if the student applied to graduate with the Registrar's Office, once the graduation requirement (coursework) is met the student cannot enroll for additional courses in that program.

_____

Academic Adviser Name | Signature | Date

_____

MS Thesis Adviser Name | Signature | Date

OFFICE OF GLOBAL INITIATIVES ONLY

Received on _____ by _____ Entered in Banner on _____ by_____