



PURPOSE OF THIS FORM

This form is required to confirm when an international graduate student has completed all Program and Graduate School requirements to begin the Thesis or Dissertation Research phase of their academic program.

When a student begins their Thesis or Dissertation Research Phase and is no longer enrolled full-time in academic courses, International Student & Scholar Services must report "Thesis/Dissertation Research" as the reason the student is not enrolled full-time in academic courses to the Department of Homeland Security's Student Exchange Visitor Program.

This form must be completed only once per degree program at the start of the Thesis/Dissertation Research. Once this form has been received, ISSS will continually monitor the student's enrollment for Thesis/Dissertation Research Hours until the point of degree completion.

Please note that a separate [Final Semester Memo](#) will be required in the semester in which the student will submit their final Thesis/Dissertation to the Graduate School.

FULL-TIME ENROLLMENT FOR INTERNATIONAL GRADUATE STUDENTS

Full-time Enrollment Requirement

F-1 and J-1 international students are required to maintain a full course of study each semester. Failure to maintain full-time enrollment is a violation of the F-1 or J-1 student's status. Please see our website for more details: <http://international.ua.edu/iss/currentstudents/full-time-enrollment-requirement/>.

Below are the general requirements to be considered full-time:

- Minimum Graduate Enrollment:
 - 9 credit hours of enrollment
 - some programs such as Law and MBA may require higher enrollment
 - 6 credit hours of enrollment for Graduate student with a full assistantship (.50 FTE)
- Thesis(599)/Dissertation(699) Research Hours Enrollment:
 - For Master's students in Plan 1 programs which require a thesis to graduate, during the period of Master's thesis research, the minimum required enrollment is 1 credit hour.
 - For Doctoral students' dissertation research, the minimum required enrollment is 3 credit hours, but in the final semester, the minimum enrollment will depend on the timing of the submission of the dissertation.
 - Graduate students must abide by enrollment guidelines set by The Graduate School.
- Final Semester:
 - Graduate students in their final term do not have to enroll full-time. In the final semester of study, Graduate students may enroll only in the number of hours needed to complete the degree.
 - Doctoral students should refer to the [Graduate Catalog Degree Requirements for Doctoral Students](#) – Final-Semester Dissertation (699) Minimum Registration Hours and the Graduate School's website for other [Graduation Deadlines](#).
 - Master's students should refer to the [Graduate Catalog Degree Requirements for Master's Students](#) and the Graduate School's website for other [Graduation Deadlines](#).
- **NOTE REGARDING ONLINE STUDY:** Only **one 3-credit hour online/distance learning** course may count toward a student's full-time status per semester. If the student will enroll in only one course in a semester (e.g. the final semester of study), the course must be one that has some classroom component (e.g. face-to-face meeting with professor or classroom seminars).



TO BE COMPLETED BY ACADEMIC ADVISOR/CHAIR

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Name of Student: _____

CWID Number: _____ Level of Study: Master's; Doctorate

Major Field(s) of Study: _____

UA Academic Department: _____

Advisor/Chair's Name: _____

Advisor/Chair's Title: _____

Advisor/Chair's Phone Number: _____ Email: _____

INSTRUCTIONS TO ACADEMIC ADVISOR/CHAIR: Please complete the following approval and sign at the bottom.

This is to confirm that the above named student is a student in the Department of _____ expecting to complete a Master's; Doctoral degree by _____.

In Fall; Spring; Summer of (year) _____, he/she completed all academic requirements to enter into the Thesis/Dissertation Research Phase.

This is to certify that from this semester forward, the student will be completing his/her thesis or dissertation and has only research hours to complete his/her program.

The student will continually enroll in 599/699 Research Hours and will continue to meet the minimum enrollment requirements set by the Graduate School (generally 3 hours of 699 research for doctoral students and 1 hour of 599 research for master's students).

Advisor/Chair's Signature: _____ Date: _____

Please Scan and return to ISSS as a direct email attachment to international@ua.edu.