

GRADUATE STUDENT FINAL SEMESTER VERIFICATION

According to federal regulations, international students must be enrolled full-time during each Fall and Spring semester. The International Students and Scholars (ISS) office is required to report the enrollment status of all international students via the Student & Exchange Visitor Information System (SEVIS). At Oklahoma State University, full-time enrollment status for graduate students is defined as 9 semester hours for students with no assistantship or with an assistantship less than 0.50 FTE (20 hours per week), or 6 semester hours for students with an 0.50 FTE. However, in the *final semester* of study, students may be permitted to enroll in a course of study that is less than full-time (but is still subject to any requirements of their graduate assistantship). Hence it is essential to verify that an international student desiring to be enrolled less than full-time **is indeed entering their final semester**.

Graduate students entering what they intend to be their final semester must receive concurrence from their academic advisor, thesis/dissertation committee (if applicable), department head, Dean of the Graduate College, and Registrar. This verification form must be completed with all signatures and filed with the ISS office, 076 Student Union, prior to the end of the 2nd week of classes in order to receive permission to enroll in less than a full course of study. If this petition is denied, the student will be required to enroll in a full course of study no later than the last day of enrollment.

Also, this verification form is a prerequisite to an application for Optional Practical Training (OPT). This form must be submitted as proof of final semester at the time of OPT application.

To be completed by student:

Family Name: _____ First Name: _____

OSU ID: _____ Phone: () _____ Email: _____

Department: _____ Academic Advisor: _____

Final Semester: Fall _____ Spring _____ Summer _____ Hours Enrolled: _____

Do you hold a graduate assistantship for the above semester? Yes (number of hours required: _____) No

I intend to graduate this semester.

Student's Signature: _____ Date: _____

Concurrence:

Please check the appropriate box.

Masters (non-thesis) student – The student has updated the plan of study and will have completed all applicable coursework by the end of the semester indicated.

Masters (thesis) or Doctoral – The student will meet all deadlines for final semester submissions, has updated the plan of study and will have completed all applicable coursework by the end of the semester indicated. The student's thesis/dissertation defense is planned for _____.
(Date)

Academic Advisor (Phone)

Department Head / Graduate Coordinator (Phone)

Committee Chair (if different)

Dean of Graduate College

Approved for Reduced Load Disapproved

A diploma application is on file with the Registrar's Office, 322 Student Union.

Diploma Application filed (date) ____/____/____ Registrar's Office Signature: _____

Students who fail to complete the graduation requirements specified in this verification may jeopardize their immigration status and lose future immigration benefits such as Optional Practical Training. In some cases failure to complete the requirements for graduation may require an application for reinstatement to the U.S. Citizenship & Immigration Service. If you have any questions on immigration procedures please contact the ISS office, 076 Student Union. 1.27.05