

**Enrollment Certification Form**

TO: THE PROGRAM DIRECTOR

RE: ENROLLMENT CERTIFICATION OF DOCTORAL STUDENTS

Although the federal regulations governing financial aid require registration of at least 4.5 credit hours, special consideration may be granted under certain conditions to doctoral students working on their dissertation. The following criteria established within the parameters of government regulations allows those students who meet certain requirements to be considered at least half-time equivalent for the purpose of loan deferment.

1. Student should have completed all course work
2. Classified as post-qualifying
3. Enrolled in less than 4.5 credits
4. Working on dissertation
5. Not categorized as Matriculation Continued
6. Registered for a minimum of 1 credit of research per term and in contact with the Committee on Dissertation

If a doctoral student meets the above criteria, have them complete Section I in order to be considered half-time equivalent and return the form to you for completion of section II. Please complete Section II and send the form to the Registrar’s Office on the Busch Campus. It is to the student’s advantage to return the form as soon as possible after the start of the fall semester.

**SECTION I  
TO BE COMPLETED BY STUDENT**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEGREE PROGRAM \_\_\_\_\_ SCHOOL \_\_\_\_\_

DO YOU WISH CONSIDERATION FOR DEFERRMENT: YES \_\_\_\_ NO \_\_\_\_

If you wish to be considered for a loan deferment, submit the completed form (Sections I and II) to the Office of the Registrar for each academic term.

I HAVE READ AND UNDERSTAND THE LIMITS OF ELIGIBILITY BASED UPON THE REQUIREMENTS SPECIFIED ABOVE.

\_\_\_\_\_  
Student’s Signature

**SECTION II  
TO BE COMPLETED BY THE GRADUATE PROGRAM DIRECTOR**

STUDENT'S NAME \_\_\_\_\_

RUID # \_\_\_\_\_

The above-named student who is completing Ph.D. program requirements, has requested to be considered half-time in order to meet the requirements for a loan deferment. In as much as credit hours may not be reflective of actual work requirements in post-graduate studies, federal guidelines allow for a careful evaluation of the student's curriculum and an academic determination confirming the required research and/or writing activity in connection with dissertation to be the equivalent of at least half-time study. **The above-named student's course work, research, and/or writing activity must amount to the equivalent of a minimum of 4.5 credit hours per term to be considered as a half-time student.**

It is important that the Graduate Program Director carefully consider the status of the student, keeping in mind that federal guidelines necessitate close scrutiny of the student's activities in order to insure that proper evaluation of their financial eligibility for loan deferment is done accurately. This will also preserve the integrity of the deferment provisions for students applying in the future.

GRADUATE PROGRAM DIRECTOR \_\_\_\_\_

PROGRAM \_\_\_\_\_ SCHOOL \_\_\_\_\_ EXT. # \_\_\_\_\_

ENROLLMENT STATUS:

**The applicant is considered to be progressing at the equivalent of a HALF-TIME student, matriculated, and in good standing for the following term: YEAR \_\_\_\_\_**

FALL 20\_\_ : YES \_\_\_ NO \_\_\_ SPRING 20\_\_ : YES \_\_\_ NO \_\_\_

**If for prior years, please note the years here \_\_\_\_\_**

**ANTICIPATED DEGREE DATE: \_\_\_\_\_**

**Month and Year**

Do you recommend this applicant for continuation of deferment? YES \_\_\_ NO \_\_\_

Signature of Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN TO THE REGISTRAR'S OFFICE:

Courtney Flak  
[courtney.flak@rutgers.edu](mailto:courtney.flak@rutgers.edu)