

**TO: THE PROGRAM DIRECTOR**

**RE: ENROLLMENT CERTIFICATION OF DOCTORAL STUDENTS**

Although the federal regulations governing financial aid require registration of at least six 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. The student:

1. should have completed all course work
2. should be classified as post-qualifying
3. must be in less than 4.5 credits
4. must working on dissertation
5. must not be categorized as Matriculation Continued
6. must be 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, complete Section I in order to be considered at least half-time equivalent and bring the form to the Graduate Program Director for completion of Section II. The Program Director must complete Section II and send the form to the Registrar's Office on the Busch Campus and the Compliance Manager in the Office of Financial Aid. 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 and the Office of Financial Aid 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 \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ RUID# \_\_\_\_\_

The above-named student who is completing Ph. D. program requirements, has requested to be considered to be enrolled at least half-time in order to meet the requirement for a loan deferment or for aid eligibility. 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 ours per term to be considered at least half-time.**

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 his/her 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 at least HALF-TIME, matriculated and in good standing for the following term: YEAR \_\_\_\_\_

FALL 2018: YES \_\_\_ NO \_\_\_      SPRING 2019: 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:    ATTN:

Office of the Registrar  
Rutgers University  
65 Davidson Rd., Room 200L  
Piscataway, NJ 08854-8096

Compliance Office  
Rutgers University, Office of Financial Aid  
620 George Street  
New Brunswick, NJ 08901