



Global Education Office (GEO)  
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## CERTIFICATION OF COMPLETION OF FORMAL COURSE REQUIREMENTS EXCLUDING COMPREHENSIVE REQUIREMENT for Undergraduate Students

**EXPLANATION**

**To: Academic Advisor**

The below-named undergraduate student is enrolling for less than 12 units of coursework because they are in their final semester and need less than 12 credit hours to complete their program. According to regulations of the Department of Homeland Security (DHS), international students must be studying full-time in order to maintain legal student status. In order for us to certify to DHS that this student is maintaining legal student status, we need confirmation from you that the student is working full-time toward completion of their degree program even though they are not registered for a total of 12 credit hours. Please sign this form ONLY if you have regular contact with the student and are able to definitively state that the student is engaged full-time in the completion of their final requirements and will graduate at the end of the semester. **\*\*\* If you sign this confirmation you are required to report to GEO if the below mentioned student does not pursue completion of their studies between the dates you indicate below.**

Undergraduate students who have not yet completed all coursework (or will not complete in this semester) cannot be authorized to take less than 12 units (or 15 with the Amigo scholarship) unless they have an excuse permissible under DHS regulations AND have been authorized to drop below 12 units (or 15 with the Amigo scholarship) IN ADVANCE by an international advisor in the Global Education Office (GEO).

Please complete the form below and return it to the student (or send it through campus mail to GEO, MSC06 3850) so that we may confirm to DHS that the student is maintaining full-time student status. Should you have any questions, please feel free to call GEO at 277-4032.

**THIS FORM MUST BE COMPLETED AND SIGNED BY THE ACADEMIC ADVISOR OR AUTHORIZED DEPARTMENT PERSONNEL, NOT BY THE STUDENT, AND MUST BE APPROVED BY AN INTERNATIONAL ADVISOR IN THE GLOBAL EDUCATION OFFICE**

I certify that \_\_\_\_\_ is currently pursuing a \_\_\_\_\_ degree in the field of \_\_\_\_\_.  
(Student's name) (Bachelor's) (Major)

This student is expected to complete all degree requirements and graduate on \_\_\_\_\_.  
(Date)

Please list remaining courses the student must take in order to complete their degree and how many credit hours each course is:

Subject	Course #	Course Title	Credit Hours

This student needs a total of \_\_\_\_\_ credits to graduate. Please indicate if the student is a recipient of the Amigo Scholarship Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Name of Academic Advisor-Please Print)

\_\_\_\_\_  
(Signature of Academic Advisor)

\_\_\_\_\_  
(Telephone Number and email address of Academic Advisor)

\_\_\_\_\_  
(Date)

**GEO approval on:** \_\_\_\_\_ **by:** \_\_\_\_\_