

F-1 Student Full-Time Equivalent (FTE) Approval Request Form for Graduate F-1 Students

Submit completed form to GEOIS@vcu.edu

This form is for use by a graduate student in F-1 visa status to request Full-Time Equivalent (FTE) approval when the student has progressed in their degree program to the pre-candidate or the degree candidate stage. The student will fill out this form when they meet the pre-candidacy or degree candidacy eligibility requirements. For more information, please see the [Full Course of Study, Reduced Course Load, and Full-Time Equivalent information](#) on the GEO website.

Student Section (to be completed by the student)	
Last Name	First Name
Date of Birth (month/day/year)	SEVIS # on your I-20 N
V #	Telephone
Email	Date

US Residential Address (Physical address, PO Box is not permitted)	
Street Address	Apartment Number
City and State	Zip Code

Academic Level

- Master's
 Doctorate

Student Signature: _____ Date: _____

Program Information and Exception (usually completed by a student's academic advisor; please check with your individual school or college to see if there are additional internal review requirements.)

Semester: Spring Fall Year _____

To qualify for an FTE authorization to drop below FCS, the student must meet one of the following conditions and there are no other exceptions:

[] **Pre-Candidate.** Graduate student who has completed all required course work for the degree and is either studying for, or taking, comprehensive (sometimes called qualifying) examinations *as a pre-requisite for admission to degree candidacy.*

OR

[] **Degree Candidate.** Graduate student who has completed all required course work for the degree, has passed comprehensive (sometimes called qualifying) examinations, has been formally admitted to degree candidacy, **and** is researching or writing their thesis, dissertation, or completing another final project (such as a work of art).

Due to federal regulation compliance requirements, FTE approval is granted for 1 semester at a time and is not automatically renewed.

Academic Advisor Letter

Please provide a letter supporting the student's request for FTE approval and attach the letter to this Form. Your letter **must** comply with *all* of the listed criteria to be considered complete for this request:

- Be dated no earlier than 30 days before the start of the semester for which FTE approval is requested.
- Be on VCU departmental letterhead and signed by you (DocuSign is OK).
- Include your contact information (address, telephone number, and email).
- Confirm that the student is in either Pre-Candidate **or** Degree Candidate status in your department for the FTE semester requested.
- Describe briefly what the student will be doing during the semester of FTE approval.
- If the student is in Pre-Candidate status, estimate the date the student will complete their comprehensive (or qualifying exams).
- If the student is in Degree Candidacy status, estimate the date the student will defend their thesis or dissertation.
- State the number of credits the student will be registered for during the semester of FTE approval.
- Confirm that the student will be considered a full-time student by your department during the semester of FTE approval.

By my signature below, I attest that I am the authorized signatory; that all information entered by me is true as I know it; that I understand what is being asked of me; and that I know to contact the VCU Global Education Office at GEOIS@vcu.edu, or 804 828-0595, for clarification or to ask questions.

VCU Employee with Signatory Authority: _____

Date: _____

VCU Employee Information	
Name	Title
Department	Telephone
Email	

Next Steps: A GEO Designated School Official (DSO) will review the FTE Approval Request Form and will respond to the student and VCU employee with signatory authority by email either approving or denying the request. This typically takes 3-5 business days. If this is a time-sensitive request, please contact GEOIS@vcu.edu to discuss. Otherwise forms are processed in the order in which they are received.