GENERAL ACADEMIC INFORMATION FORM

To: Undergraduate Deans and Graduate Program Directors
From: Urmi Otiv, Director, Center for Global Services
Re: Enrollment Status of an International Student

Your certification is required in evaluating an international student’s request for a visa document or other immigration-related matter, and to document compliance with the Student & Exchange Visitor Information System (SEVIS), the Department of Homeland Security’s data tracking program. Please complete all sections below.

I. GENERAL INFORMATION – to be completed by the student

Student’s Name: ___________________________________________ (last) (first)

Student ID#___________________________ Student’s phone number(s): ______________________________

Student’s e-mail address:________________________________________

☐ undergraduate student   ☐ graduate student (if graduate, check one: ☐ master’s ☐ doctoral)

Student’s major: ___________________ Student’s college/department/school: __________________________

II. STUDENT’S CURRENT ACADEMIC STATUS / ANTICIPATED PROGRESS

- To be completed by Dean /Graduate Director.
- Deans and Graduate Directors are not required to complete PART A for students beginning a new program.

Regulations stipulate that all F-1 and J-1 students make normal progress towards their degree at all times.

A. Is the student mentioned on this form considered to be making normal progress towards his/her degree (making progress at the rate expected of all students in the program) and eligible to register in the next semester?

☐ Yes
☐ No (please explain in the space below or attach a separate document, if needed)

________________________________________________________________________________________

________________________________________________________________________________________

B. Please provide information on when this student reached, or is reasonably expected to reach, the following stages of his/her academic program as noted:

● Completion of all coursework for the degree: (month/day/year) __________________

● Completion of all degree requirements (including defense, where applicable): (month/day/year) ____________

● Receipt of diploma dated (month/year) __________________

please also complete reverse side of form
III. VERIFICATION OF GRADUATE STUDENT FUNDING -- completed by dean/graduate director

This student has a University assistantship or fellowship. Please detail:

☐ T.A.  ☐ G.A.  ☐ Fellowship  ☐ Other (explain) ____________________________________________

Period of current funding: From to * (or Academic Year 20__________ *)

Stipend for above period: __________________ Tuition remission: ____________%

*If current funding ends prior to expected completion of degree requirements will this student continue to receive University funding (barring unanticipated budgetary cuts)?

☐ Yes  ☐ No

IV. DEAN/GRADUATE PROGRAM DIRECTOR CERTIFICATION AND CONTACT INFORMATION

I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

Name of Dean or Graduate Program Director ____________________________________________

Dean or Graduate Program Director Signature ____________________________________________

Phone Extension_______________ E-mail___________________________ Date ______________

If you have any questions, please contact the Center for Global Services at x2-7015.