



International Students  
& Scholars (ISS)  
Global Engagement  
Office  
Email: ISS@scu.edu  
Phone: (408) 551-3019

## Thesis/Capstone Confirmation Request Form

Submit the completed and signed form to [iss@scu.edu](mailto:iss@scu.edu).

## Thesis/ Capstone Confirmation Form

This form should be completed by both student and advisor and then submitted to International Students & Scholars **BEFORE** the final add/drop date **EACH TERM** the student is working on the Thesis or Capstone Project. Note: this form is only required if the student is enrolled in fewer than 8 units.

**Thesis & Capstone students:** Ph.D. and Masters students who have completed all the required course units for graduation but have not yet completed the thesis/capstone will be considered full-time if registered for a 1-unit (minimum) thesis course or the appropriate capstone course. Students who are enrolled in the remaining course units required for graduation and are concurrently registering for the appropriate thesis or capstone course are also considered full-time.

### A. To be completed by student:

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_  
TERM REQUESTED: \_\_\_\_\_

### B. To be completed by faculty advisor or Graduate Business Programs:

I confirm and endorse that the above mentioned student has completed, or is concurrently enrolled in, the required course units to complete his/her program of study and is making satisfactory progress towards completion of his/her thesis or capstone project:

ADVISOR NAME/TITLE: \_\_\_\_\_  
ADVISOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

### C. To be completed by DSO at the International Students & Scholars Office:

Approved by USCIS Designated School Official: \_\_\_\_\_ Date: \_\_\_\_\_