



Enrollment Status Certification Form for Graduate Students

To the student: Students can apply for certification only once, usually in the final semester. Complete the items below, obtain the approval of your Major Professor and Program Coordinator/Department Head, and submit this form to the Office of Graduate Education for the Graduate Dean’s approval.

1. Student name (print) _____ ID _____
2. Date of Request _____ Semester for request _____
3. Degree sought and department _____
4. Credit hours enrolled this semester _____ Planned Graduation Date: _____
5. Full time certification requested for (check all that apply):
 - _____ assistantship eligibility (2 credit minimum registration)
 - _____ student payroll tax exemption status (must complete the 2nd form below)
 - _____ loan deferment/eligibility (for U.S. citizens/residents with current or prior financial aid)
 - _____ international student status purposes

 Student Signature Date

To the Major Professor and Program Coordinator/Department Head:

This form certifies that the student is actively engaged in the equivalent of full time academic work during the semester of request.

 Major Professor Signature (Print Name) Date

 Dept. Head or Program Coordinator Signature (Print Name) Date

Approval:

 Dean of Graduate Education (Print Name) Date

South Dakota Board of Regents
Special Final Term FICA Tax Withholding Exemption Petition

Internal Revenue Procedure 98-16 allows for a special exemption from Social Security and Medicare (FICA) tax withholding to exempt students who are in their final academic term, even if the number credits they are enrolled in would not otherwise be sufficient for exemption from withholding. For this special exemption to be granted, the student must be enrolled in the number of credit hours needed to complete the requirements for obtaining a degree.

I, _____ (Student ID: _____), hereby petition the Payroll Office of South Dakota Mines for special exemption from FICA tax withholding under the special rules as defined under Revenue Procedure 98-16 Sec. 6.02. At the end of this academic term, I anticipate that I will have met all the requirements necessary for graduation for the following degree:

(List Degree)

If, due to some unforeseen circumstances, I do not graduate at the end of this academic term, I understand that I will not be granted this special exemption again in another term for the above-named degree.

This petition is for special exemption from FICA tax withholding according to Revenue Procedure 98-16 for the whole of this academic enrollment period from (please list payroll dates): _____ to _____.

Signature of Employee

Date

As a qualified representative of the Graduate Education Office, I have verified that the above-named student is eligible for graduation at the end of this academic term.

Signature of Dean of Graduate Education

Date

Signature of Payroll

Date

Payroll received and processed
Payroll Initials _____