Clark Atlanta University
Office of the University Registrar

Certification of Full-Time Status for Dissertation or Thesis
Remote Process

Effective Monday, March 23, 2020

Students needing a Certification of Full-Time Status for Dissertation or Thesis during this remote period of operation may do so via email.

The process is as follows:

1. Navigate to Registrar, then click the forms section in the red box. Click on Dissertation/Thesis Certification Form.

Registrar > forms > Dissertation/Thesis Certification Form
2. Fill out the electronic form, see example below.

3. Upon receipt of the completed form, an official Certification of Full –Time Status for Dissertation or Thesis Form will be returned to you via DocuSign.

4. Click on Review Document, an agreement will populate across the screen for signature and verification.
5. Click I agree to use electronic records and signatures, then click continue.

6. Fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.

7. A confirmation of the completed Certification of Full-Time Status for Dissertation or Thesis Form will be emailed from Mrs. Tye Andrews via DocuSign.