lark Atlanta University
Office of the University Registrar

Certification of Full-Time Status for Dissertation or Thesis

Students needing Certification of Full-Time Status for Dissertation or Thesis from the University during this remote period of operation may do so via email. The process is as follows:

1. **From the CAU website, navigate to Registrar, then click the forms section in the red box and click the 'Dissertation/Thesis Certification Form' link:**

   Registrar > Forms > Dissertation/Thesis Certification Form

Forms

Home / Office of the University Registrar / Forms

FORMS

(**NEW – Fillable PDF Forms – A fillable PDF is an interactive PDF document that allows users to enter answers on the form while viewing it in Adobe Acrobat or Reader.**)

- Academic Disclosure Form
- Address Change Form
- Application for Withdrawal from University Form
- Closed Class Permission Form
- Change of Major Form
- Course Withdrawal Form
- Cross Registration Form – ARCHE
- Diploma Reorder Form
- Dissertation/Thesis Certification Form
- Enrollment Verification Instructions
- Graduation Application - Graduate
- Graduation Application - Undergraduate
- Graduate Foreign Language Reading Exam
- Transcripts Request Instructions For Students Who Attended After 2000
- Transcript Request Instructions For Students Who Attended Prior to 2000
  - E-transcripts (NOTE: E-transcripts service is available to currently enrolled students and

Office of the University Registrar

- ARCHE
- Academic Calendar
- CAU Catalogs
- Dean's List
- Enrollment Verification
- FERPA
- Final Exam Schedule
- Forms
- Office of the University Registrar
- Panther Path Degree Works
- Policy on Credit Hour Determination
- Registration and Enrollment
- Transcript Request Services
- Dynamic Schedule
- Veteran Affairs

2. **Fill out the electronic request form:**

Clark Atlanta University Office of the University Registrar 223 James P. Brawley Drive Atlanta, GA 30314

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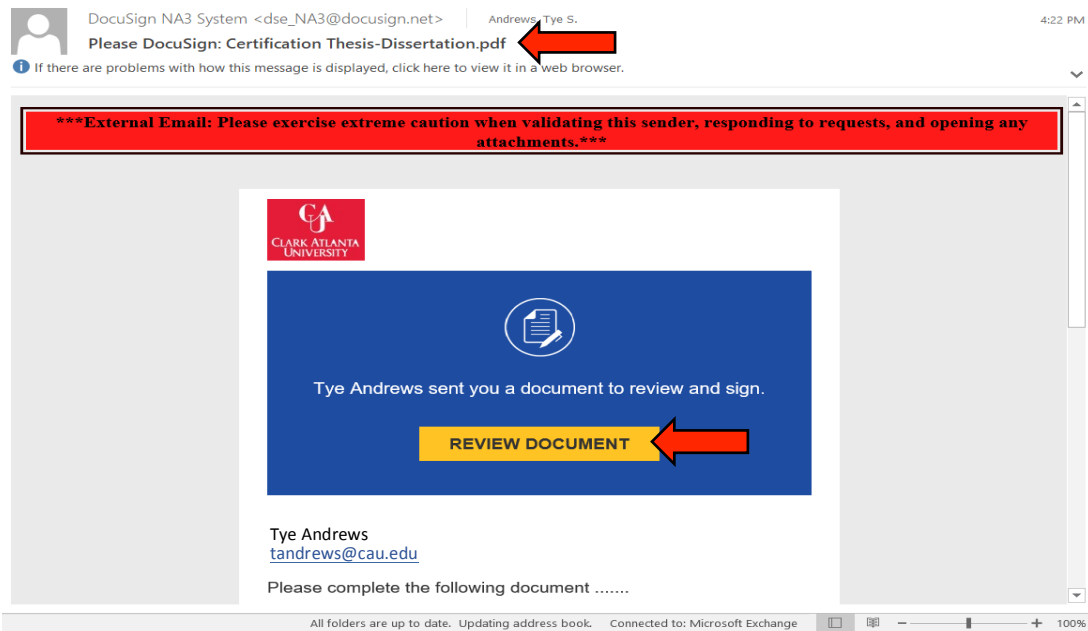* Required

Email address *

Your email

Student Name *

Your answer

Student ID Number 900 *

Your answer

3. **Upon receipt of the completed request form, a 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 purposes.**

5. **Click I agree to use electronic records and signatures and click continue.**

6. **Click start, complete the form as guided by DocuSign and click finish.**

7. **A confirmation of the completed Certification will be emailed from Tye Andrews via DocuSign.**