



11 W Monument Avenue, Ste 510  
Dayton, OH 45402  
937.551.8200  
[usaee@usaee.org](mailto:usaee@usaee.org)  
[www.usaee.org](http://www.usaee.org)

## STUDENT STATUS VERIFICATION

TO: Faculty advisor/responsible institutional representative

\_\_\_\_\_ has requested student status for our upcoming conference or membership. USAEE student members receive subsidized registration and membership rates supported by funds donated for that purpose. Since these funds are limited, we need to ensure that they are used to support individuals who meet our definition of **student**. USAEE defines student as *someone who is enrolled full-time in a degree-granting program, either undergraduate or graduate, at an institution of higher learning, according to the definition used by that institution. A student is not employed full-time.*

Please complete the following questions about \_\_\_\_\_:

1. Is he/she/they enrolled in a degree granting program at either the undergraduate or graduate level at your institution of higher learning?  
 Yes       No

Name of institution: \_\_\_\_\_

Name of program: \_\_\_\_\_

2. Is he/she/they registered full-time in accordance with your institution's definition?  
 Yes       No
3. Is he/she/they employed full-time in a job paying competitive market salaries?  
 Yes       No

Signature  
Name  
Position  
Date

Please submit this form via email to: [usaee@usaee.org](mailto:usaee@usaee.org) with the subject: Student Verification Form for [student name]