

***IN ABSENTIA* REGISTRATION**

For deadlines, visit the [Registrar's Calendars & Deadlines](#) or [Graduate Division](#) calendar

Graduate students whose *research must be conducted* outside of California may be eligible for *in absentia* registration. *In absentia* registration reduces the Student Services Fee, Tuition, and Campus Based Fees by 85%. This reduction is not applied to other fees, notably Non-Resident Supplemental Tuition (NRST) and graduate student health insurance.

Eligibility criteria for *in absentia* registration:

Student's Research or coursework

- Must be of a nature that makes it necessary to be completed *outside of California* for the full academic quarter
- Must be directly related to the student's degree program as evidenced by faculty approval
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the *in absentia* period
- Must be enrolled full-time (minimum of 8 units)

Doctoral students

- Must be advanced to candidacy by the time *in absentia* status would begin
- May only use *in absentia* for a maximum of two years, with second year requiring the Graduate Dean's approval

Master's and graduate professional students

- Must have completed at least one year of coursework by the time *in absentia* status begins.
- May only use *in absentia* for a maximum of one year

Terms and Conditions of *In Absentia* Registration

International students must secure OISS approval on the *In Absentia* Petition.

Filing Leave of Absence: After taking the one-time filing leave quarter students are not eligible to register *in absentia*.

Exceptions to policy: Student's Research Advisor/Committee Chair must attach a detailed statement of support for:

- *In absentia* registration request beyond the first three quarters
- A terminal master's student who has not completed one year
- A doctoral student who has not advanced to candidacy
- *In absentia* registration within California

Students registered *in absentia*:

- **Are** eligible for University fellowship support, University research grants, and financial aid.
- **Are** eligible to hold a GSR appointment. Students must contact the [Graduate Division](#) Employment Analyst if being employed as GSR.
- **Are not** eligible to hold student academic (TA, Reader, Tutor) or other student appointment titles.
- Remain covered by the student health insurance program.
- Maintain borrowing privileges at the Davidson Library.

Campus housing may be affected if registering *in absentia*. Students living in campus housing should contact the housing office for information prior to submitting an *in absentia* request.

IN ABSENTIA REGISTRATION PETITION

*For deadlines, visit the [Registrar's Calendars & Deadlines](#) or [Graduate Division](#) calendar
No Fee Required - A copy of the processed petition will be sent via email to the student and department*

*In absentia registration reduces the Student Services Fee, Tuition, and Campus Based Fees by 85%. **This reduction is not applied to other fees**, notably **Non-Resident Supplemental Tuition (NRST)** and **graduate student health insurance**.*

Name: _____ Perm: _____ International Student VISA: _____
Must obtain OISS signature

UMail: _____ Major: _____ Degree Objective: _____

Have you taken a Filing Leave of Absence in the past? No Yes-if yes, you are not eligible to register in absentia

In absentia registration requested for the following quarters: Fall _____ Winter _____ Spring _____

Previous quarters of *in absentia* registration: _____
***for requests beyond 3 quarters** your research advisor/committee chair must attach a letter of support

I will be supported by: Personal funds UC fellowship GSR Other source: _____
Reminder: students may not hold academic (TA, Reader, Tutor) or other student appointment titles

Location (state or country): _____

State your research/coursework plans: _____

I certify that I:

- * Am a terminal master's student and have completed one year, or doctoral student who is advanced to candidacy
 Meet the requirements and am eligible to register in absentia
 Have not taken a filing leave of absence

Student's signature: _____ Date: _____

GRADUATE PROGRAM APPROVALS

We hereby certify that the above graduate student meets all eligibility criteria for *in absentia* registration.

Research Advisor/Committee Chair

***Attach a detailed statement of support to this request if it is an Exception to Policy for:**

*A terminal master's student who has not completed one year, or doctoral student who has not advanced to candidacy
 In absentia registration beyond the first three quarters-include rationale for the additional quarter(s), and how this extension will help the student progress toward degree completion
 In absentia registration within California*

Type or Print Name	Signature	Date
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Department Chair or Graduate Advisor:	Type or Print Name	Signature	Date
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OISS Representative:	Type or Print Name	Signature	Date
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GRADUATE DIVISION:

Approve
Deny

Signature	Date
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