

***IN ABSENTIA* REGISTRATION**

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

Graduate students whose *research must be conducted outside of the local campus region* 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 the local campus region* for the full academic quarter. **Counties not eligible for *in absentia* registration: Santa Barbara, San Luis Obispo, Ventura**
- 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
- A student who previously took a Filing Leave of Absence

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 acknowledge that I will not be allowed to hold an ASE position (TA, Reader, Tutor) during quarter(s) of In Absentia:

Location (state or country): _____

If in California, identify the city and county: _____

(The following counties are not eligible for in absentia registration: Santa Barbara, San Luis Obispo, Ventura)

State your research/coursework plans as it relates to your location during In Absentia: _____

I certify that I:

| | |
|---|--|
| <p>* Am a terminal master's student and have completed one year, or doctoral student who is advanced to candidacy Will not be involved in significant collaboration with UC Faculty or significant use of UC resources. <i>(Email correspondence or review of written work during the In Absentia period is allowed).</i></p> | <p>Meet the requirements and am eligible for in absentia Have not previously taken a Filing Leave of Absence</p> |
| _____ | _____ |
| <i>Student Signature</i> | <i>Date</i> |

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
An applicant who previously took a Filing Leave of Absence*

Research Advisor/Committee Chair: _____
Print Name *Signature* *Date*

Department Chair or Graduate Advisor: _____
Print Name *Signature* *Date*

OISS Representative: _____
Type or Print Name *Signature* *Date*

GRADUATE DIVISION:

Approve _____
Deny _____
Signature *Date*