# *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.

**Students traveling to a sanctioned country** (Cuba, Syria, Iran, Ukraine, North Korea) must obtain approval from the Export Control Officer at: exportcontrol@research.ucsb.edu

**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.

GRADUATE DIVISION
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

3117 CHEADLE HALL
SANTA BARBARA, CA 93106-2070

# *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)*
***If traveling to a sanctioned country (Cuba, Syria, Ukraine, North Korea), approval from the Export Control Officer must be obtained: exportcontrol@research.ucsb.edu**

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

I certify that I:

* ☐ 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 signficant use of UC resources. (*Email correspondence or review of written work during the In Absentia period is allowed*).

☐ Meet the requirements and am eligible for *in absentia*
☐ Have not previously taken a Filing Leave of Absence
☐ Have obtained approval from the Export Control Officer if traveling to a sanctioned country (Cuba, Syria, Iran, Ukraine, N. Korea)

_____ _____
*Student 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*
☐ *An applicant who previously took a Filing Leave of Absence*

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

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

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

**GRADUATE DIVISION:**
☐ Approve
☐ Deny

_____ _____
*Signature* *Date*

☐ Grad Div: Entered on Access and SREG