

## ***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**

**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](mailto: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.

## ***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: \_\_\_\_\_

UCSB Email: \_\_\_\_\_ 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, Iran, Ukraine, North Korea), approval from the Export Control Officer must be obtained:**  
[exportcontrol@research.ucsb.edu](mailto: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 significant 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/Committee Chair: \_\_\_\_\_  
Print Name      Signature      Date

Department Chair or Graduate Advisor: \_\_\_\_\_  
Print Name      Signature      Date

#### **GRADUATE DIVISION:**

Approve  
Deny

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date