**Submit materials to:**

Graduate Division

120 Aldrich Hall

Zot Code 3180

Grad@uci.edu

(949 824-4611

**Submit materials to:**

**Graduate Division**

**120 Aldrich Hall**

**Zot Code 3180**

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***IN-absentia* registration**

**for graduate students**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT** | Students may apply for *in absentia* status if the following criteria are met: the research or coursework is of a nature that makes it necessary to be completed outside of California (or, in some cases by exception, within California but outside the Southern California area e.g. not residing/working in Orange, Los Angeles, Riverside or San Diego county and not at, or using the resources of another UC campus) for at least one full academic term; the work away from the UC campus is directly related to the student’s degree program as evidenced by UC faculty approval; the work involves only indirect supervision (correspondence or review of written work) from UC faculty during the *in absentia* period; the work involves no significant collaboration with UC faculty during the *in absentia* period. Doctoral students who want to register *in absentia* for a second academic year must reapply. A health insurance fee, non-resident tuition (if applicable), professional school fees (if applicable), and reduced Educational and Registration Fees; as well as the Associated Graduate Students (AGS) fee, are charged to all students registered *in absentia*.  Complete this section first, and then forward this petition to your home departmental office. Once approved, submit this original form to the Graduate Division (120 Aldrich Hall) for processing. **NOTE: The deadline to submit this form is the same as the deadline for registration and fee payment.** The absolute deadline for *in absentia* registration is the Friday of the third week of classes and will be granted only by an approved exception. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Student Name: | |  | | | | | |  | | | | |  | | | | | Student ID Number: |
| Last | | | | | | First | | | | | Middle | | | | |
| Student Phone: (     ) | | | - | | | | | Student E-mail Address: | | | | | |  | | | | |
| Home Department/Program:       Major: | | | | | | | | | | | | | | | | | | |
| Degree Objective: | | | | | | | | | | Date advanced to candidacy: | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **I REQUEST TO BE ALLOWED TO REGISTER *IN-ABSENTIA* FOR THE FOLLOWING QUARTER(S):** | | | | | | | | | | | | | | | | | | |
| Check all that apply. If more than 1 quarter, quarters must be consecutive. **Note:** To continue *In-absentia* status after a third consecutive quarter, you must reapply before the subsequent *In-absentia* quarter begins. | | | | | | | | | | | | | | | | | | |
|  | | | | | Fall |  | | | Winter | | |  | | | Spring | |  | |
|  | | | | |  | Year | | |  | | | Year | | |  | | Year | |
| I will be conducting research at: | | | | | | | | | |  | | | | | | | | |
| Organization Name (if applicable) | | | | | | | | | | Street Address | | | | | | | | |
|  | | | |  | | |  | | | |  | | | | |  | | |
| City | | | | State | | | Zip Code | | | | Country (if not US) | | | | | Phone Number | | |
| My advisor while I’m *In-absentia* will be: | | | | | | | | | | | | | | | |  | | |
| Print First and Last Name | | | | | | | | | | | | | | | | Phone Number | | |
|  | | | | | | | | | | | | | | | | | | |
| I understand that my registration fees must be paid by the respective quarter’s deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | |  | (Initial) | |  |  |   Emergency contact information: :  (Print First and Last Name) Phone Number  My address and contact information while on *In-absentia* status will be: | | | | | | | | | | | | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | |
|  | | | |  | | |  | | | |  | | | | |  | | |
| City | | | | State | | | Zip Code | | | | Country (if not US) | | | | | Phone Number | | |
| Have you ever registered *in absentia* before?  Yes  No If so, when: | | | | | | | | | | | | | | | | | | |
| I will be supported by:  Own funds  UC fellowship  GSR  Other source:  (Note: TA, Reader or Tutor is not permitted.)  I wish to cancel my In-Absentia status and resume full-time study starting: Fall Winter Spring \_\_\_\_\_\_\_\_  Year \***REQUIRED:** Department and/or International Center signatures. | | | | | | | | | | | | | | | | | | |

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| **STUDENT REQUIRED** | | Please briefly state your research/coursework plans in the space below: |
|  | I certify that I am eligible and will be outside the immediate Southern California area for the time of *in absentia* registration*:*  STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | |
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| **DEPARTMENT** | Please complete and return the form to the student, or forward it directly to the Graduate Division (120 Aldrich Hall, Attn: Sheree McPeak, Zot 3180) for processing. | | | |
| APPROVED  NOT APPROVED | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Grad. Advisor (print name, then sign) Date | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | Assoc. Dean for your school (print name, then sign) Date  **(Required for:** Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science, & ICS) | | | |
|  | | | | |
| |  |  | | --- | --- | | **INTERNATIONAL CENTER** | **International Students only: Per policy on p. 4, please obtain approval from UCI’s International Center (G 302 UCI Student Center), then forward form to Graduate Division, 120 Aldrich Hall, Zot Code 3180, Attention: Sheree McPeak** | | APPROVED  NOT APPROVED |  | | International Student Phone Extension Date | | | | | |
|  | | | | |
| **GRADUATE DIVISION** | |  | | |
| APPROVED  NOT APPROVED | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dean of the Graduate Division (or designate) Date | | |
|  | | | | |
| **GENERAL INSTRUCTIONS FOR *IN-ABSENTIA* REGISTRATION** | | | **NOTE:** Much of the text below is adapted from UCI’s *Graduate* *Policies & Procedures Handbook*, available at:  <http://www.grad.uci.edu/forms/faculty-and-staff/Graduate%20Policies%20and%20Procedures.pdf> |

***In-Absentia Registration:***

*In absentia* status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs outside of California (or in some cases by exception, within California but outside of Southern California e.g. not residing/working in Orange, Los Angeles, Riverside or San Diego county and not at, or using the resources of another UC campus). Students registered in absentia are only assessed 15% of the combined University Educational and Registration Fees; full health insurance fees; and the Associated Graduate Students (AGS) fee. If applicable, students are also assessed non-resident tuition and/or professional school fees.

All applications are due by the fee payment deadline, the absolute deadline for *in absentia* registration is the Friday of the third week of classes and will be granted only by an approved exception.

Please contact the Graduate Division with any questions: 949-824-4611. Law and Medical (M.D.) students should contact the School of Law or the Medical School.

***Eligibility Criteria:***

The student must be enrolled full-time in regular UC units.

Research or coursework

* Must be of a nature that makes it necessary to be completed outside of Southern California for at least one full academic term.
* Must be directly related to the student’s degree program as evidenced by faculty approval.
* Must involve only one indirect supervision appropriate to evaluating the student’s academic progress and performance from UC faculty during the *in absentia* period.
* Must involve no significant studying or in-person collaboration with UC faculty during the *in absentia* period.

Doctoral students

* Must advance to candidacy by the time *in absentia* begins.
* May only use *in absentia* registration for a maximum of six quarters.

Masters’ only and graduate professional students

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

Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

All students may receive University fellowships and GSR appointments, but may not hold TA, Reader or Tutor appointments during the *in absentia* period.

The procedures for enrolling are the same as for regular students who are in-residence on campus. If *In-absentia* registration is approved by the academic department and the Graduate Dean, the Graduate Division will contact the Registrar to re-assess fees at the *in absentia* rate. It is the student’s responsibility to ensure fee payment by the deadline established by the Registrar and published in the quarterly Schedule of Classes.

FAQs can be viewed at: <http://www.grad.uci.edu/forms/current-student/In_Absentia_FAQs.pdf>