

# Filing Fee Application

Return to: Academic Services, 1255 Murphy Hall, campus mail code: 142801, hours: 9 am - 4 pm.

Eligibility to use the Filing Fee in lieu of registration requires a student to have met all formal requirements for the degree *before the first day of instruction* of the Filing Fee term except for taking the final oral examination (if required), filing the dissertation/thesis, taking the master's comprehensive exam or submitting the master's capstone project. Students who do not meet the Filing Fee Usage Period will be reassessed fees for the quarter and will need to register and enroll in order to complete degree requirements. Students may only use a Filing Fee once per graduate status and cannot apply for a second Filing Fee. For the complete Filing Fee policy, see <https://grad.ucla.edu/gasaa/etd/filingfee.htm>.

Student Name (last, first, middle) \_\_\_\_\_ UID \_\_\_\_\_

Degree Objective \_\_\_\_\_ Major \_\_\_\_\_

During (term) \_\_\_\_\_ Year \_\_\_\_\_ I plan to:  take my doctoral final examination (defense) on Date \_\_\_\_\_  
 (check all  file my doctoral dissertation  
 that apply)  take my master's comprehensive examination on Date \_\_\_\_\_  
 file my master's thesis  
 submit my master's capstone project on Date \_\_\_\_\_

## Please check the following boxes to verify your eligibility for use of Filing Fee:

- Except for taking the final oral exam (if required), filing the dissertation/thesis, taking the master's comprehensive exam, or submitting the master's capstone project, I will have completed all requirements (including advancement to candidacy) for my degree before the first day of instruction of the term in which I will be on Filing Fee.
- During the term in which I am using a Filing Fee, I confirm that I will not be employed in a) an Academic Apprentice Personnel Title (AAP) such as Graduate Student Researcher (GSR), Teaching Assistant/Associate/Fellow (TA), Reader or Tutor; or b) an academic title at UCLA
- I was a registered student in the previous term. (To use Filing Fee in Fall, you must have been registered in the previous Spring quarter).

## Certification by Student: Please read and sign below

### I understand and acknowledge that while on Filing Fee status:

- I will not make demands upon faculty time other than the time involved in the final reading of the thesis/dissertation, grading a final examination or reviewing projects.
- I will not take course work of any kind.
- I will not conduct thesis or dissertation research.

**I understand and acknowledge that Filing Fee status is for the Filing Fee Usage Period only. If I have not filed my thesis/ dissertation, taken the final examination or submitted the final project by the end of the Filing Fee Usage Period, I will be required to be reassessed fees, register, pay full fees, and enroll in order to complete degree requirements.**

### I have (as applicable):

- Submitted a final draft of my thesis/dissertation to my committee.
- Submitted a final draft of my capstone project to my review committee.
- Scheduled the date of my comprehensive examination.
- Scheduled my doctoral final examination (defense).

## Student Signature

Before signing below, please be sure that you have checked all the boxes above. Submit this form only if you meet all of the eligibility requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Name (last, first, middle) \_\_\_\_\_ UID \_\_\_\_\_

## Certification by Department or Certifying Committee Members: Please read and sign below.

By signing this statement we certify that the student is eligible to use the Filing Fee and that all of the following conditions are satisfied:

- The student was registered for the previous academic term.
- Since last being registered and up to the first day of classes of the term indicated above, the combined use by the student of University facilities and faculty time was less than 12 hours.
- During the Filing Fee Usage Period, the committee requests only stylistic and/or typographical changes in the dissertation/thesis, the faculty only prepare and grade the master's comprehensive examination or grade the final capstone project.
- As of the filing of this form, the student has fulfilled all formal requirements for the degree (including residence requirements, advancement to candidacy and all research) except for the filing of the dissertation or thesis, holding the comprehensive examination, or submitting the final capstone project and is expected to complete these requirements in time to earn the degree during the Filing Fee Usage Period. A complete draft of the student's dissertation or thesis has been reviewed by the undersigned committee members (as applicable), and it is acceptable with only minor revisions (or none).

### Department Chairs must sign for the master's comprehensive examination or capstone project

\_\_\_\_\_  
Name of Department Chair or  
Authorized Faculty Departmental (or IDP) Graduate Advisor

\_\_\_\_\_  
Signature of Department Chair or  
Authorized Faculty Departmental (or IDP) Graduate Advisor

\_\_\_\_\_  
Date

### Certifying Committee Member Approval

**All certifying members of doctoral committees must sign below.**

**All members of master's thesis committees must sign below.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ /Chair, Co-Chair

Name \_\_\_\_\_ Signature \_\_\_\_\_ /Co-Chair

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

For Graduate Division use only:

Approve  Deny

Graduate Dean's Signature \_\_\_\_\_

Date: \_\_\_\_\_