

In Absentia Registration Petition

Please return to the Graduate Education portal at <https://grad.ucla.edu/graduateeducationportal> or email askgrad@grad.ucla.edu

Fall deadline: Friday, September 8, 2023. Winter deadline: Friday, December 8, 2023. Spring deadline: Friday, March 8, 2024

Graduate students whose research or coursework must be completed 100 miles or more away from UCLA may apply for *in absentia* registration. Please see page two of this petition for eligibility criteria.

Applicant Information

Name *(Last, First, Middle Initial)* _____ University ID # _____

Email _____ Citizenship/Visa Status _____

Major _____ Degree Objective _____

(Doctoral Students only)

Have you advanced to candidacy? Yes No (If no, please consult with your Student Affairs Officer prior to submitting this petition.)

In Absentia Information

State / Country where study or research will be conducted _____

I request in absentia registration from: Term _____ Year _____ through Term _____ Year _____

You may only request *in absentia* registration for the current academic year.

Explanation of request

Signatures

Student

Signature _____ Date _____

Student's Committee Chair

Name _____ Signature _____ Date _____

Department Chair

Name _____ Signature _____ Date _____

Office of International Students & Scholars

Approve Deny

Name _____ Signature _____ Date _____

For Graduate Division use only:

Approve Deny

Name Signature Date:

In-Absentia Eligibility Criteria

When a full time registered student who has an academic need to conduct research **100 miles or more** away from UCLA. Research must be:

- Directly related to the student's degree program
- Of a nature that makes it necessary to be completed 100 miles or more away from UCLA for at least one full academic term
- Involve only indirect supervision appropriate to evaluating the student's academic progress and performance
- Involve no significant in-person collaboration with UC faculty during the *in absentia* period

Students must be enrolled full-time and in good academic standing (GPA of 3.0) to be eligible for the reduced *in absentia* fee. Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

Research or coursework:

- Must be of a nature that makes it necessary to be completed 100 miles or more away from UCLA for at least one full academic term.
- Must be directly related to your 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 involve no significant studying or in-person collaboration with UC faculty during the *in absentia* period.

Doctoral students:

- Must be advanced to candidacy by the time *in absentia* begins.
- May only use *in absentia* registration for a maximum of two years (6 quarters), with renewal after first year.

Master's 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 one year.

Students registered *in absentia* will pay:

- 15% of the tuition and student services fee.
- The full health insurance fee associated with the UC campus of origin, if enrolled in the Student Health Insurance Plan (SHIP).
- 100% of nonresident supplemental tuition if it has been more than three years since the doctoral student advanced to candidacy.
- Any professional fees, if applicable.

Students may hold university fellowships and GSR appointments, but may not hold Teaching Assistant/Associate/Fellow, Reader/Special Reader and Tutor/Remedial Tutor appointments during the *in absentia* period.

Students are also eligible to receive a fellowship, maintain library privileges and are able to have access to all benefits associated with their student health insurance plan.

F-I and J-I non-immigrant students:

Approval of *in absentia* registration for international graduate students by the Dashew Center or Graduate Division does not necessarily guarantee the individual student will maintain their valid non-immigrant visa status or the benefits derived from that status (e.g. Academic Training or Optional Practical Training). These matters must be discussed in detail with an advisor in the Dashew Center to avoid a loss of status, inability to return to the U.S., or loss of benefits.

For answers to frequently asked questions about *in absentia* registration, please consult the Graduate Division web site: <https://grad.ucla.edu/gasaa/library/degreeinfo.htm>.