

Filing Fee is a one quarter, terminal status that allows students completing their degree to pay a \$162 filing fee in lieu of registration fees. The fee can be paid at the [Graduate Studies Form Store](#). The receipt and completed form should be submitted to your Graduate Program Coordinator.

#### Form Submission Deadline

- **Students who enrolled in any units** – The completed form and receipt must be submitted to Graduate Studies prior to the first day of instruction to avoid owing a percentage of fees based on the [UC Davis Schedule of Refunds](#).
- **Students who have not enrolled** – Completed forms with receipts may be submitted to Graduate Studies until the last day of the quarter. NOTE: If you are employed, you must have a student status prior to starting work.

#### Filing Fee Eligibility

- ✓ Students must be advanced to candidacy in the appropriate degree objective
- ✓ Students must have completed all coursework requirements for the degree
- ✓ **Students filing a thesis or dissertation must have completed all research, and have a complete or nearly complete draft available.**

#### Filing Fee Restrictions - On Filing Fee you may not:

- Use any university facilities (e.g. Housing, Campus Recreation, **laboratories**, desk space)
  - **Exceptions** - You may purchase health insurance and ARC membership
  - You may use career and professional development services offered through the Grad Pathways Institute, the Internship and Career Center, the University Writing Program, and associated programs
- Make demands upon faculty time other than the final reading of the thesis/dissertation or holding final exams/assessment
- Receive a fellowship or financial aid
- Take coursework of any kind
- Conduct your thesis/dissertation research

#### Filing Fee FAQs

##### **Q: Can I be employed while on Filing Fee?**

**A:** You may hold an academic appointment title (e.g., GSR, TA, AI, or similar titles) for one quarter only. Please note: During your filing fee quarter you are responsible for [purchasing your own health insurance](#) as you are not a registered student.

##### **Q: What happens if I don't finish during my Filing Fee quarter?**

**A:** In most cases, students who don't finish while on filing fee must [readmit](#) to their program/objective and enroll full-time. Readmission is not guaranteed, and must be approved by your graduate program.

##### **Q: Can I request a Filing Fee extension?**

**A:** Graduate Studies will review [filing fee extension requests](#) in cases where unavoidable and significant extenuating circumstances prevented a student from finishing on time. Delays in research or having not yet started writing at the beginning of the filing fee quarter are not appropriate reasons for extension.

##### **Q: Can I go from PELP to Filing Fee?**

**A:** No, students on PELP must enroll full-time or through in-absentia for at least one quarter prior to applying for filing fee status.

##### **Q: Does Filing Fee affect my international student status while in the US?**

**A:** Filing Fee is a recognized student status and does not affect your ability to stay in the US, but you must notify your SISS advisor that you will be going on filing fee.

##### **Q: Does Filing Fee affect my loan repayment?**

**A:** Many loan agencies do not recognize filing fee status as you are no longer considered a full-time registered student at the University. Agencies may require early repayment of student loans. Check with Financial Aid and/or your loan agency to determine how filing fee will affect repayment.

# UC DAVIS

## GRADUATE STUDIES

### Filing Fee Application

#### INSTRUCTIONS:

- 1) Complete application and obtain departmental certification from Graduate Program
- 2) Pay Filing Fee online at the GS Form Store (link above) or at the Cashier's Office (Dutton Hall)
- 3) File with Graduate Studies for final action

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Filing Fee during Quarter/Year: \_\_\_\_\_ Major/Degree Objective: \_\_\_\_\_

#### Final requirement to be completed during filing fee quarter:

Master's Comprehensive Exam/Project       Master's Thesis       Doctoral Dissertation

#### GRADUATE PROGRAM CERTIFICATION

- We certify that the student is eligible for Filing Fee status during (Quarter/Year): \_\_\_\_\_.
- We certify the student has completed all degree requirements (including coursework, residence, and candidacy) except for filing their paper and/or the final exam/project.
- For students filing a thesis or dissertation, **we confirm all research is complete, and a final or near-final draft of the paper is being reviewed** by the committee.

If the student does not complete final requirements by the end of the quarter and must readmit and enroll, the following funding source will be used to pay the student's full fees:

Major Professor: \_\_\_\_\_       Graduate Program       Fellowship: \_\_\_\_\_       Student

Thesis/Dissertation Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Not Required for Master's Plan II

Thesis/Dissertation Committee Chair Name: \_\_\_\_\_

Program Graduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor with Signing Authority

Program Graduate Advisor Name: \_\_\_\_\_

Graduate Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Coordinator Name: \_\_\_\_\_

**STUDENTS PLEASE NOTE:** Filing fee status is for one quarter only. If you have not filed your thesis/dissertation or taken the final examination by the end of the quarter, you will be required to readmit and register full-time in order to finish all degree requirements. Your graduate program is not required to readmit you.

If you have already enrolled in courses, including 299 research units, the Office of the University Registrar (OUR) will withdraw you from those courses. Fees will be reassessed per the Schedule of Refunds based on the date that the Filing Fee form is received by Graduate Studies.

I have read the attached regulations and understand I am not permitted to student use of University facilities such as laboratories, libraries, or campus recreation, nor to make demands upon the time of faculty other than final reading and/or attendance at the final exam. I am also aware that I am not guaranteed readmission to my graduate program.

**International Students**, initial to confirm you have notified SISS of your filing fee status: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### GRADUATE STUDIES SECTION

Student is enrolled in coursework for the Filing Fee quarter:  Yes  No      Cumulative GPA: \_\_\_\_\_

Qtrs in Residence: \_\_\_\_\_      Checked Candidacy (master's coursework complete):  Verified

Associate Dean of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start/End Date: \_\_\_\_\_      Staff Initials: \_\_\_\_\_