In Absentia Registration

REDUCED FEE LEVEL
This form is for the use of academic graduate students. Students in professional degree programs (M.D., D.V.M., J.D., M.B.A.), please contact your professional school dean’s office.

Students shall be assessed the following fees while registered in absentia:
- 15 percent of the combined Education and Registration Fee.
- The full health insurance fee associated with the UC campus of origin.
- Nonresident tuition, if applicable.
- Professional school fees, if applicable.

ELIGIBILITY CRITERIA FOR THE REDUCED IN ABSENTIA FEE
All students pursuing doctoral or master’s degrees in academic disciplines are eligible for the fee reduction. Students in self-supporting graduate programs are not covered by this policy. The complete in absentia policy is at http://www.gradstudies.ucdavis.edu/forms/in_absentia_policy.pdf.

Students may apply for in absentia registration status under the following circumstances:
- Academic doctoral students must have advanced to candidacy by the time the in absentia status would begin.
- Master’s students must have completed at least one year of coursework by the time the in absentia registration would begin.
- Special cases within the above two categories can be approved only by exception at the discretion of the Dean of Graduate Studies.
- Master’s students in self-supporting programs are not eligible.
- Students who seek in absentia registration beyond the initial term of in absentia status must reapply for each subsequent year.

Students must be enrolled full-time in regular UC units (299 research or similar independent study units) to be eligible for the reduced in absentia fee. The research or course work:
- Must be directly related to the student’s degree program as evidenced by UC faculty approval.
- Must be of a nature that makes it necessary to be completed outside of the State of California for at least one full academic term.
- Must involve no significant studying or in-person collaboration with UC faculty during the in absentia period.

Registration in absentia may be granted for:
- Up to two years for academic doctoral students.
- Up to one year for master’s students.
- Extension to the above limits may be approved at the discretion of the appropriate graduate dean.

Students shall observe the following requirements while enrolled in absentia:
- Be enrolled full-time at their UC campus of origin for the duration of their in absentia registration.
- Be enrolled in a UC academic doctoral or master’s program (except self-supporting programs) for the duration of their in absentia registration.

Students are eligible to apply for and receive University fellowships and research assistantships, but not teaching assistantships during the in absentia period.

Students paying the reduced in absentia fee who enroll and pay fees at non-UC institutions will not qualify for additional University of California need-based aid.

Periods of qualified in absentia registration shall fulfill academic residency requirements for degree programs.
IN ABSENTIA REGISTRATION FORM

This form is for the use of academic graduate students. Students in professional degree programs please contact your professional school dean's office.

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 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. The health insurance fee, non-resident tuition (if applicable), campus based fees, and reduced Educational and Registration fees are charged to all students registered in absentia.

All applications must be submitted to Graduate Studies by the Registration Fee Payment Deadline for the term in which in absentia starts. See the Office of the University Registrar Academic Calendar at http://registrar.ucdavis.edu/html/academic_calendar.html.

Name: 
UC Davis Student ID #: 
last name, first name, middle name
Major Program: 
Degree Objective: 
Current Phone Number: 
Current E-mail 
Current Mailing Address: 

In absentia registration requested for the following quarters: □ Fall 20___ □ Winter 20___ □ Spring 20__
Have you registered in absentia before? If so, when? 
Emergency contact information: 
Location (state or country) and address during absence: 

I will be supported by: □ Own Funds □ UC Fellowship □ GSR □ Other Source: 
(Note: Work as TA, AI, Reader or Tutor is not permitted on in absentia)

Briefly state research/coursework plans:

I certify that I am eligible and meet the requirements for in absentia registration, and will be outside the state of California during in absentia registration:

Applicant Signature: 
Date: 

Graduate Program Approvals: I have read the in absentia policy at http://www.gradstudies.ucdavis.edu/forms/in absentia policy.pdf and hereby certify that the above graduate student meets all eligibility criteria for in absentia status.

Graduate Adviser Signature: 
Date: 
Research Adviser/Dissertation Chair: 
Date: 
Services for International Student and Scholars (if applicable): 
Date: 

Office of Graduate Studies Approval:

Dean of Graduate Studies Signature: 
Date: 

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