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## In Absentia Registration

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### 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/inabsentia\\_policy.pdf](http://www.gradstudies.ucdavis.edu/forms/inabsentia_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](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](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: \_\_\_\_\_