

## APPLICATION FOR FILING FEE FOR THE MASTER'S DEGREE

*This petition must be filed with the Graduate Division (UOB Room 140) no later than  
September 1 (for Fall Quarter); December 1 (for Winter Quarter);  
March 1 (for Spring Quarter); June 1 (for Summer)*

*An Application for Advancement to Candidacy must be filed with or before the Filing Fee petition.*

A student who has completed all degree requirements, except for filing the thesis/ field report/project or taking exams, **and is advanced to candidacy for the degree** may use Filing Fee status in their final quarter instead of paying full registration fees. When a thesis plan student is on Filing Fee status, it is expected that a draft of the thesis has been read and approved by the thesis committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required.

After the application for Filing Fee is approved, tuition and fees are removed and the Filing Fee is assessed (approximately \$179). Students on Filing Fee status do not pay regular tuition and fees, nor do they enroll in coursework. Therefore, they are not entitled to University student privileges or use of University facilities except for the Library. Also they may NOT be employed with any student employment title that requires enrollment such as GSR, TA or Associate-In. Nor may they receive University fellowships/loans. Students on Filing Fee status are not enrolled in the medical insurance program, but may purchase Health Insurance (albeit at a higher rate) if enrolled in GSHIP the previous quarter. To enroll, contact The Student Health Insurance Office at 951-827-5683.

**Only one quarter of Filing Fee status will be approved.** Students who fail to complete their programs during the quarter on Filing Fee status must enroll and pay full fees the following quarter.

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Quarter of Filing Fee: \_\_\_\_\_

List what requirements you have remaining to complete:

- |   |   |
|---|---|
| <input type="checkbox"/> File master's thesis     | <input type="checkbox"/> File field/internship report |
| <input type="checkbox"/> Take comprehensive exams | <input type="checkbox"/> File master's project        |
| <input type="checkbox"/> Take language exam       | <input type="checkbox"/> File Analytical Report       |

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**REQUIRED SIGNATURES INDICATING APPROVAL:**

Thesis Chair (if doing thesis plan): \_\_\_\_\_ Graduate Advisor: \_\_\_\_\_

International Services (if foreign): \_\_\_\_\_ Graduate Dean: \_\_\_\_\_

## *Instructions/Information*

### **Registration/Filing Fee Status**

During the quarter in which you graduate you must be either registered or on Filing Fee status. The Summer Session may be an exception--see below. Filing Fee applications are available at [www.graduate.ucr.edu/pub\\_forms.html](http://www.graduate.ucr.edu/pub_forms.html). Students on Filing Fee do not enroll in coursework and pay one-half of the Student Services Fee. After the Filing Fee application is approved, tuition and fees are adjusted to reflect the correct payment amount (approximately \$179). Since students on Filing Fee do not enroll in course work or pay registration fees, service as a TA, GSR or any other student employment title that requires enrollment is prohibited. Eligibility for any student privileges or the use of University facilities (except for the Library) is also restricted. **When a student is on Filing Fee status it is expected that a full draft of the thesis/project has been read and approved by the committee, that only minor revisions need to be made, and that no more than twelve hours of faculty time will be required.**

### **Summer Session**

To file during the summer months free of charge, you must have been registered every quarter of the previous academic year. If you were not, i.e., were on leave or withdrawn for one or more quarters, you may use Filing Fee in the summer. If you have already used Filing Fee you will be required to register for 2 units of Summer Session.

### **Master's Candidates**

An *Application for Advancement to Candidacy* must be filed with or before the Filing Fee petition. The Candidacy form is available at [http://graduate.ucr.edu/pub\\_forms.html](http://graduate.ucr.edu/pub_forms.html). For thesis candidates, instructions for the format of the thesis will be sent once the *Application for Advancement to Candidacy* is filed. These instructions are also available at [www.graduate.ucr.edu/Dissertation.html](http://www.graduate.ucr.edu/Dissertation.html). If the department requires a final defense, verification must be received from the department that this exam has been passed or has been waived before the thesis will be accepted.

### **Commencement Ceremony**

The Commencement Ceremony is held once a year at the end of the spring quarter. In March, the Office of Event Management and Graduate Academic Affairs will send out notification to all eligible students. Check [www.commencement.ucr.edu](http://www.commencement.ucr.edu) for updated information.

### **Transcript & Diplomas**

The degree will be posted on your transcript by the Registrar's Office approximately 6-8 weeks after the degree conferral date. Diplomas are not available for approximately 6 months after the last day of the quarter in which you graduate. The Registrar's Office will notify you by email once the diploma is available. If you would like the diploma mailed to you, please contact the Registrar's Office at [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu). Make sure to always update your address on R'Web if you move.

### **Certificate of Completion**

Once you have completed all requirements for the degree a certificate of completion will be emailed to you from the Graduate Academic Affairs office.