



Academic Affairs
Office of the Dean
Graduate Division

**GRADUATE PETITION FOR
IN ABSENTIA REGISTRATION**

*See page 2 of this petition for eligibility criteria related to in absentia registration.
Applications must be submitted to the Graduate Division (140 University Office Building) by:
September 1 (Fall), December 1 (Winter), March 1 (Spring)*

Name: _____ SID: _____

Major: _____ Degree Objective: _____

Email: _____ Phone: _____

In Absentia is requested for the following quarters: Fall 20_____ Winter 20_____ Spring 20_____

Have you ever registered for *in absentia* before? If so, when?: _____

Location (state or country) and address during absence: _____

Emergency contact information: _____

I will be supported by own funds UC Fellowship GSR Other source: _____

Briefly state research/coursework plans:

I certify that I am eligible and will be outside the state of California for the entire quarter(s) of in absentia registration.

Student Signature: _____ Date _____

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REQUIRED SIGNATURES

Dissertation/Thesis Chair: _____ Date _____

Graduate Advisor: _____ Date _____
(This is not necessarily the student's faculty adviser)

International Students and Scholars Office _____ Date _____

GUIDELINES

In absentia is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs **outside of California**. Students registered for *in absentia* are assessed full health insurance fees and 15% of the tuition and student services fee. Students are also assessed non-resident tuition and/or professional school fees if applicable.

Eligibility Criteria

The student must be enrolled full-time (12 units). Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

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 the state of California for at least one full quarter.
- The work away from the UCR campus is directly related to the student's degree program as evidenced by faculty approval.
- The work involves only indirect supervision (correspondence or review of written work) from UCR faculty during the *in absentia* period.
- **The** work involves no significant collaboration with UCR faculty during the *in absentia* period.

Doctoral students must meet the following criteria:

1. Must be advanced to candidacy by the time *in absentia* period begins.
2. May only use *In absentia* registration for a maximum of 6 quarters. Student may apply for only one year at a time.

Master's only and graduate professional (e.g. MBA) students must meet the following criteria:

1. Must have completed at least one year of course work by the time the *in absentia* period begins.
2. May only use *in absentia* registration for a maximum of three quarters.
3. Students in self-supporting programs (e.g., Flex MBA) are not eligible for *in absentia*.

Students may apply for and receive University fellowships and research assistantships, but not teaching assistantships or serve as readers or tutors.

All applications are due by **September 1** for Fall Quarter, **December 1** for Winter Quarter and **March 1** for Spring Quarter.

Please contact the Graduate Academic Affairs office with any questions at 951-827-3315 or amanda.wong@ucr.edu (last names A-L) or trina.elerts@ucr.edu (last names M-Z).