

***IN ABSENTIA* REGISTRATION**

For deadlines, visit the [Registrar's Calendars & Deadlines](#) or [Graduate Division](#) calendar

Graduate students whose *research must be conducted outside of the local campus region* may be eligible for [in absentia](#) registration. *In absentia* registration reduces the Student Services Fee, Tuition, and Campus Based Fees by 85%. This reduction is not applied to other fees, notably Non-Resident Supplemental Tuition (NRST) and graduate student health insurance.

Eligibility criteria for *in absentia* registration:

Student's Research or coursework

- Must be of a nature that makes it necessary to be completed *outside of the local campus region* for the full academic quarter. **Counties not eligible for *in absentia* registration: Santa Barbara, San Luis Obispo, Ventura**
- Must be directly related to the student's degree program as evidenced by faculty approval
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the *in absentia* period
- Must be enrolled full-time (minimum of 8 units)

Doctoral students

- Must be advanced to candidacy by the time *in absentia* status would begin
- May only use *in absentia* for a maximum of two years, with second year requiring the Graduate Dean's approval

Master's and graduate professional students

- Must have completed at least one year of coursework by the time *in absentia* status begins.
- May only use *in absentia* for a maximum of one year

Terms and Conditions of *In Absentia* Registration

Students traveling to China, Cuba, Iran, North Korea, Russia, Syria, Ukraine, or Venezuela must obtain approval from the Export Control Officer at: exportcontrol@research.ucsb.edu

Filing Leave of Absence: After taking the one-time filing leave quarter students are not eligible to register *in absentia*.

Exceptions to policy: Student's Research Advisor/Committee Chair must attach a detailed statement of support for:

- *In absentia* registration request beyond the first three quarters
- A terminal master's student who has not completed one year
- A doctoral student who has not advanced to candidacy
- A student who previously took a Filing Leave of Absence

Students registered *in absentia*:

- **Are** eligible for University fellowship support, University research grants, and financial aid.
- **Are** eligible to hold a GSR appointment.
- **Are not** eligible to hold student academic (TA, Reader, Tutor) or other student appointment titles.
- Remain covered by the student health insurance program. Please see the [Student Health Service website](#) for instructions on waiving the student health insurance.
- Maintain borrowing privileges at the Davidson Library.

Campus housing may be affected if registering *in absentia*. Students living in campus housing should contact the housing office for information prior to submitting an *in absentia* request.

***IN ABSENTIA* REGISTRATION PETITION**

For deadlines, visit the [Registrar's Calendars & Deadlines](#) or [Graduate Division](#) calendar

No Fee Required - A copy of the processed petition will be sent via email to the student and department

In absentia registration reduces the Student Services Fee, Tuition, and Campus Based Fees by 85%. This reduction is not applied to other fees, notably Non-Resident Supplemental Tuition (NRST) and graduate student health insurance.

Name: _____ Perm: _____ International Student VISA: _____

UCSB Email: _____ Major: _____ Degree Objective: _____

Have you taken a Filing Leave of Absence in the past? ☐ No ☐ Yes-if yes, you are not eligible to register in *absentia*

In absentia registration requested for the following quarters: ☐ Fall _____ ☐ Winter _____ ☐ Spring _____

Previous quarters of *in absentia* registration: _____

***for requests beyond 3 quarters** your research advisor/committee chair must attach a letter of support

I acknowledge that I will not be allowed to hold an ASE position (TA, Reader, Tutor) during quarter(s) of *In Absentia*: ☐

Location* (state or country): _____

If in California, identify the city and county: _____

(The following counties are not eligible for *in absentia* registration: Santa Barbara, San Luis Obispo, Ventura)

***If traveling to China, Cuba, Iran, North Korea, Russia, Syria, Ukraine, or Venezuela, approval from the Export Control Officer must be obtained: exportcontrol@research.ucsb.edu**

State your research/coursework plans as it relates to your location during *In Absentia*: _____

I certify that I:

* ☐ Am a terminal master's student and have completed one year, or doctoral student who is advanced to candidacy

☐ Will not be involved in significant collaboration with UC Faculty or significant use of UC resources. (Email correspondence or review of written work during the *In Absentia* period is allowed).

☐ Meet the requirements and am eligible for [in absentia](#)

☐ Have not previously taken a Filing Leave of Absence

☐ Have obtained approval from the Export Control Officer if traveling to China, Cuba, Iran, North Korea, Russia, Syria, Ukraine, or Venezuela

Student Signature

Date

GRADUATE PROGRAM APPROVALS

We hereby certify that the above graduate student meets all eligibility criteria for *in absentia* registration.

Research Advisor/Committee Chair

Attach a detailed statement of support to this request if it is an Exception to Policy for:

- ☐ A terminal master's student who has not completed one year, or doctoral student who has not advanced to candidacy
- ☐ *In absentia* registration beyond the first three quarters-include rationale for the additional quarter(s), and how this extension will help the student progress toward degree completion
- ☐ An applicant who previously took a Filing Leave of Absence

Research Advisor/Committee Chair: _____
Print Name Signature Date

Department Chair or Graduate Advisor: _____
Print Name Signature Date

GRADUATE DIVISION:

- ☐ Approve
☐ Deny

Signature

Date