

# Filing Leave of Absence Petition

## UCSB Graduate Division

Name: \_\_\_\_\_ Perm: \_\_\_\_\_ International Student Visa: \_\_\_\_\_  
UCSB Email: \_\_\_\_\_ Major: \_\_\_\_\_ Degree Objective: \_\_\_\_\_  
Filing leave quarter requested (check only one):      Fall      Winter      Spring      Year: \_\_\_\_\_

I will reside in the following country during my leave:

If travelling to China, Cuba, Iran, North Korea, Russia, Syria, Ukraine, or Venezuela, approval from the Export Control Officer must be obtained

Final degree requirement to be completed during the Filing Leave (select one):

Final examination and/or file my dissertation or DMA supporting document

(all research and substantial draft must be completed)

Final examination and/or file my master's thesis (all research and substantial draft must be completed)

Complete my master's comprehensive examination or project

**I have read the leave of absence information and understand the terms and conditions associated with being on a filing leave. By signing below, I acknowledge that during my approved leave quarter:**

1. I was registered\* the academic quarter preceding this leave request, and have not been on a filing leave previously
2. I am not eligible, and will not hold a student academic appointment (TA, GSR, Reader, Tutor) or other student employment
3. I am not entitled to use any University services supported by registration fees
4. I may be eligible to purchase graduate student health insurance and understand that enrollment is NOT automatic, I must enroll online on time (voluntary enrollment periods are on the Student Health website)
5. I've obtained Export Control Officer approval if traveling to China, Cuba, Iran, North Korea, Russia, Syria, Ukraine, or Venezuela
6. If I do not complete my final degree requirement, I must register and pay full fees for my degree to be awarded
7. **A non-refundable \$20 petition fee will be charged to my BARC account**
8. **I will pay the Filing Fee, one-half of the Student Services fee, charged to my BARC at the time of degree completion**

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

Date: \_\_\_\_\_

\*If on approved non-filing leave or lapsed spring quarter, to be eligible for fall quarter Filing leave, students must register in summer unit(s)

Graduate Program Approval: We have read the Filing LOA Terms and Conditions, and certify that the above graduate student has fulfilled all formal degree requirement for their final degree milestone, except for the:

Final examination and/or filing of doctoral dissertation or DMA supporting document

(all research and substantial draft must be completed)

Final examination and/or filing of master's thesis (all research and substantial draft must be completed)

Completing master's comprehensive examination or project

Research Advisor/Committee Chair Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept Chair/Faculty Graduate Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OISS Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Graduate Division Use Only:

Approve  
Deny

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Non-refundable \$20 petition fee: \_\_\_\_\_