

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:

I am traveling to China, Cuba, Iran, North Korea, Russia, Syria, Ukraine, or Venezuela.

Approval from the Export Control Officer:

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:

UC SANTA BARBARA
Academic Services
Graduate Division