

***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