

UC DAVIS

GRADUATE STUDIES

In Absentia Registration Guidelines

This form is for the use of academic graduate students. Students in professional degree programs (M.D., D.V.M., J.D., M.B.A.), please contact your professional school dean's office. For more information, see the [In Absentia webpage](#) or the [In Absentia Registration policy](#).

Reduced Fee Level: Students will be assessed the following fees while registered in absentia:

- 15% of Tuition and 15% of the Student Services Fee
- The full UC SHIP health insurance fee, unless you have waived UC SHIP
- Campus-based fees
- Nonresident tuition, if applicable

Eligibility Criteria for In Absentia Registration: All students pursuing academic doctoral or master's degrees are eligible for In Absentia fee reduction. Students in self-supporting graduate programs are not covered by this policy.

- Students may apply for in absentia registration status under the following circumstances:
- Academic doctoral students must have advanced to candidacy by the time the in absentia status would begin
- Master's students must have completed at least three quarters of coursework by the time the in absentia registration would begin
- Special cases within the above two categories can be approved only by exception at the discretion of the Dean of Graduate Studies
- Master's students in self-supporting programs are not eligible
- Students who seek in absentia registration beyond the initial term of in absentia status must reapply for each subsequent year

Enrollment While on In Absentia Registration: Students must be enrolled full-time in an academic doctoral or master's program for the duration of their in absentia registration (299 research or similar independent study units). The research or coursework:

- Must be directly related to the student's degree program as confirmed by UC faculty approval
- Must be of a nature that makes it necessary to be completed outside of the State of California for at least one quarter
- Must involve no significant studying or in-person collaboration with UC faculty during the in absentia period

Time Limits for In Absentia Registration

- Doctoral students may register In Absentia for up to 6 quarters – a separate application is required for a second year or break in In Absentia.
- Master's students may register In Absentia for up to 3 quarters. Extensions to quarter limits may be reviewed by the Dean of Graduate Studies

Employment and Financial Support: Students are eligible to apply for and receive University fellowships and research assistantships (GSR positions), but not teaching assistantships during the In Absentia period.

Students paying the reduced in absentia fee who enroll and pay fees at non-UC institutions do not qualify for additional University of California need-based aid.

Academic Residency: Periods of qualified in absentia registration shall fulfill academic residency requirements for degree programs.

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In Absentia Registration Application

In Absentia Reduced Fees - Fees while on In Absentia include: 15% registration fees & student services fees, all campus-based fees, UC SHIP health insurance fee, and non-resident tuition (if applicable).

In Absentia Eligibility Requirements:

- The research or coursework is of a nature that makes it necessary to be completed outside of California for at least one full quarter.
- The work away from the UC Davis is directly related to the student's degree program as evidenced by UC faculty signature.
- The work involves only indirect supervision (correspondence or review of written work) from UC faculty during in absentia.
- The work involves no significant collaboration with UC faculty during the in absentia period. Doctoral students who want to register in absentia for a second academic year must reapply

Application Instructions - All applications must be submitted to your Graduate Coordinator before the last day of late registration (10th day of instruction) for the term in which in absentia starts. Coordinators will forward applications to Graduate Studies for review.

Student Name		Student ID
Program & Degree Objective		Email
		Phone Number
Address during In Absentia Registration (including state/country)		
Emergency Contact Name		Emergency Contact Phone Number
In Absentia registration requested for:		List any previous quarter(s)/years registered In Absentia
Fall 20____ Winter 20____ Spring 20____		
During In Absentia registration, I will be supported by: <i>(Work as a TA, AI, Reader, or Tutor is not permitted)</i>		
<input type="checkbox"/> Own Funds <input type="checkbox"/> GSR <input type="checkbox"/> UC Fellowship <input type="checkbox"/> Other: _____		

Briefly explain your research/coursework plans:

I confirm that I am eligible for In Absentia registration, and will be outside the state of California during the time requested.

Student Signature: _____ Date: _____

Graduate Program Section

Graduate Advisor Signature: _____ Date: _____

Major Professor Signature: _____ Date: _____

SISS Advisor Signature *(international students)*: _____ Date: _____

Graduate Studies Approval:

Dean of Graduate Studies Signature: _____ Date: _____

Staff Initials: _____