In-Absentia Procedures and FAQs

Step-by-step: How to Register In-Absentia

1. Indicate to your Graduate Coordinator that you plan to register In-Absentia (preferably via the Spring Survey on Surveymonkey.com or no later than a month before the start of the respective quarter). Your paperwork will need to be processed at least 2 weeks prior to the start of the quarter and on a quarter-by-quarter basis. Your Graduate Coordinator will solicit you for the name of the university whose library you will have access to. This information will appear on your transcript. You can check to see if your paperwork has been processed by logging on to Tritonlink then viewing your Academic History.

2. Register for units. Be aware of and adhere to the normal [registration and fee payment deadlines](#). There are no alternative schedules for In-Absentia students.

Information from the UC Graduate Dean Staff:

The Fee Policy for Graduate Student *In Absentia* Registration promotes continuous enrollment of graduate and professional degree students by providing an appropriate enrollment incentive. The policy recognizes that these students may need to perform work away from the University but seeks to minimize the number of students who allow their registration status to lapse.

Students must be enrolled full-time in regular University of California units to be eligible for the reduced *in absentia* fee. The Dean of Graduate Studies is responsible for determining that the proposed *in absentia* units meet the following criteria. The research or coursework:
- Must be directly related to the student's degree program as evidenced by UC faculty approval.
- Must be of a nature that makes it necessary to be completed outside of California for at least one full academic term (quarter).

All students pursuing doctoral or master's degrees in academic disciplines as well as those pursuing professional master's or doctoral degrees are eligible for the fee reduction.

In Absentia Questions and Potential Answers

1. Who is eligible for *In Absentia* Registration?
   All students pursuing doctoral or master's degrees in academic disciplines as well as those pursuing professional master's or doctoral degrees are eligible for the fee reduction. Students in self-supporting graduate programs are not covered by this policy.
   - Academic doctoral students must have advanced to candidacy by the time the *in absentia* status would begin.

2. What is *In Absentia* registration?
   A full time registered student who has an academic need to conduct research outside of California.

3. Is there a fee reduction?
   Yes. A student will pay 15% of the combined educational and registration fees. There will be no reduction in campus fees, health insurance, non-resident tuition and, if applicable, professional degree fees. (The total cost per quarter should be slightly under $1,300 for the 09/10 AY).

4. Does this status include a reduction on the non-resident tuition?
    No.

5. I will be 500 miles away, but still in California. Can I use *In Absentia* Registration?
    No. The policy on reduced fees is for students outside of the state of California.

6. I will be gone for 2 months, not the entire semester or quarter. Can I use *In Absentia* Registration?
    No. The policy is for those students who will be outside the state the entire term (quarter).

7. Will I still get my fellowship stipend?
    Yes. Students who register *In Absentia* are eligible to receive a fellowship.

8. I am not yet advanced to candidacy for my doctoral degree, but I need to go to Borneo to do field research. Can I use *In Absentia* Registration?
    Please have your faculty adviser submit a request for an exception to the policy for the Dean of Graduate Studies review.

9. How long can I use *In Absentia* Registration?
    • Up to two years (6 quarters) for academic doctoral students with an additional year requiring approval by the Dean of Graduate Studies.

10. What type of courses can I get credit for while on *In Absentia* status?
    While on this status you are doing independent research or enrolled at another university. The only campus class you can receive credit for is an independent study or independent research course (i.e., 297, 298, 299). If you are enrolling in an on-line course, you cannot use *In Absentia*.

11. Can I hold an academic appointment (GSR, TA, Reader, or Tutor) while on *In Absentia* status?
    If you are a GSR, yes, otherwise no.

12. I will be a TA/GSI in Washington, D.C. with the UCDC program. Can I be on *In Absentia* status?
    No, you are participating in a UC program.

13. I will be enrolled at an institution in Russia. I still want to be enrolled at UC. Can I be on *In Absentia* status?
    Yes, if you are a second year masters student or professional doctoral student or an advanced to candidacy academic doctoral student.

14. Can I take my Qualifying Examination while on *In Absentia* status?
    No, *In Absentia* means that you are away from campus for the entire term.

15. I don't want to use *In Absentia*. Can I go on a research leave?
    No. The new Policy requires UC campuses to eliminate the provision for research leaves currently granted to some doctoral students.

16. My dissertation chair and I will both be in Europe conducting research at CERN. Can I use *In Absentia* Registration?

No. The policy states that there must be no significant in-person collaboration with UC faculty during the *in absentia* period.

17. I am an international student. Can I use this status?

While registered *In Absentia*, you are a registered student. However, you would need to notify the International Center's Office prior to leaving campus.

18. Will I lose my California residency status?
Please consult with the residency officer on your campus, but normally not. The residency rules do allow for temporary absences. Please see
http://www.ucsd.edu/current-students/finances/fees/residence/index.html

19. Can I use the filing fee option during the quarter after *In Absentia* status?
Yes, because you are registered while on *In Absentia* status.

20. Can I receive my degree while on *In Absentia* status?
Yes, since you are registered.