

## APPLICATION FOR IN-ABSENTIA STATUS

Students whose research or study requires that they remain outside the State of California for an entire quarter may qualify for a reduction of UC tuition and student service fees and exemption from all local campus fees. In-absentia students pay 15% of the CA Resident Tuition and Student Services fee. Non-residents of California must pay full non-resident tuition when applicable. All full-time, part-time and In-Absentia students fall under the [mandatory UC SHIP requirement](#). UC provides all students with the University of California Student Health Insurance Plan (UC SHIP). If you want to use your own insurance plan, you must opt out by waiving (canceling) UC SHIP by completing an online waiver each academic year: <https://healthcenter.ucsc.edu/billing-insurance/insurance.html>. For more information, review the Online Waiver Questions Information sheet at [https://healthcenter.ucsc.edu/forms/uc\\_ship\\_waiver\\_worksheet.pdf](https://healthcenter.ucsc.edu/forms/uc_ship_waiver_worksheet.pdf), or contact the Student Health Insurance Office at [insure@ucsc.edu](mailto:insure@ucsc.edu).

To apply for In Absentia status, complete this form, obtain the signatures of your faculty advisor and your Department's Graduate Representative or Graduate Coordinator, and return the form to The Division of Graduate Studies by the deadline listed on the Academic & Administrative calendar.

For the  Fall  Winter  Spring Quarter(s), 20\_\_\_\_ (check all that apply)

Name \_\_\_\_\_  
Last First MI Student LD. #

Department/Program: \_\_\_\_\_ Date Entered \_\_\_\_\_ Degree \_\_\_\_\_

Date Advanced to Candidacy \_\_\_\_\_

Email: \_\_\_\_\_

Out-of-State Address: \_\_\_\_\_

**Please outline your plan of study for the quarter(s) you will be out of the State of California.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I will engage in scholarly activities outside of the State of California for the entire quarter and will not use campus facilities or other benefits accruing to students paying the full University Registration, Education and local campus fees.

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

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Advisor

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Representative or Department Assistant

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Studies

Registrar  
Health Center  
Department

## **General Information for In Absentia Registration**

(see also the Graduate Handbook <https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>)

All students pursuing doctoral or masters degrees in academic disciplines as well as those pursuing professional masters or doctoral degrees are eligible for the 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.
- Masters students must have completed at least one year of coursework by the time the in absentia status would begin.
- Special cases within the above two categories can be approved only by exception at the discretion of the graduate dean.
- Students who seek in absentia registration beyond the initial term of in absentia status must re-apply for each subsequent period.

Students must be enrolled full-time in regular UC units to be eligible for the reduced in absentia fee. The graduate dean 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.
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance (e.g., correspondence via e-mail or review of written work) from UC faculty during the in absentia period.
- Must involve no significant studying or in-person collaboration with UC faculty during the in absentia period to ensure that units do not entail direct access to UC resources or learning environment.

The graduate dean may grant In Absentia registration status for up to two years for academic doctoral students or up to one year for masters and graduate professional students.

Students shall observe the following requirements while enrolled in absentia:

- Be enrolled full-time at their UC campus of origin for the duration of their in absentia registration.
- Be enrolled in a UC academic doctoral, masters or graduate professional program (except self-supporting) for the duration of their in absentia registration.

Students are eligible to apply for and receive University fellowships and research assistantships, but not teaching assistantships during the in absentia period.