

APPLICATION FOR IN-ABSENTIA STATUS

Students whose research or study requires that they remain outside the designated Local Campus Region* for an entire quarter may qualify for a reduction of the University Registration and Education Fees and exemption from all local campus fees. In-absentia students pay 15% of the Registration Fee and Educational Fee. Non-residents of California must pay full non-resident tuition when applicable.

To apply for this program, complete this form, obtain the signatures of your faculty advisor and your Department's Graduate Representative or Graduate Coordinator, and they will return the form to The Division of Graduate Studies. An application to register in this status must be submitted at least one month prior to the first day of the quarter for which you are requesting this status.

* UCSC has determined that our local campus region will include the following counties: Alameda, Contra Costa, Marin, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, and Santa Cruz. All other counties fall outside the local campus region and can be considered for In Absentia applications.

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

Name _____
Last First M. Student ID. #

Department: _____ Date Entered _____ Degree _____ Advanced to Candidacy _____

Email: _____

Out-of-State Address: _____

Please outline your plan of study for the quarter(s) you are applying for in absentia

I certify that I will engage in scholarly activities outside the Local Campus Region 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

General Information for In Absentia Registration

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

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.

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, or contact the Student Health Insurance Office at insure@ucsc.edu.

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 the Designated Campus region 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.