

Submit materials to:

Graduate Division
grad@uci.edu

**IN-ABSENTIA REGISTRATION
FOR GRADUATE STUDENTS**

**GENERAL INSTRUCTIONS FOR
IN-ABSENTIA REGISTRATION**

NOTE: Much of the text below is adapted from UCI's *Graduate Policies & Procedures Handbook*, available at:
<https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

In-Absentia Registration:

In absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs outside of California (or in some cases by exception, within California but outside of Southern California e.g. not residing/working in Orange, Los Angeles, Riverside or San Diego county and not at, or using the resources of another UC campus). Students registered in absentia are only assessed 15% of the combined University Educational and Registration Fees; full health insurance fees; and the Associated Graduate Students (AGS) fee. If applicable, students are also assessed non-resident tuition and/or professional school fees.

All applications are due by the fee payment deadline, the absolute deadline for *in absentia* registration is the Friday of the third week of classes and will be granted only by an approved exception.

Please contact the Graduate Division with any questions: 949-824-4611. Law and Medical (M.D.) students should contact the School of Law or the Medical School.

Eligibility Criteria:

The student must be enrolled full-time in regular UC units.

Research or coursework

- Must be of a nature that makes it necessary to be completed outside of Southern California for at least one full academic term.
- Must be directly related to the student's degree program as evidenced by faculty approval.
- Must involve only one indirect supervision appropriate to evaluating the student's academic progress and performance 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.

Doctoral students

- Must advance to candidacy by the time *in absentia* begins.
- May only use *in absentia* registration for a maximum of six quarters.

Masters' only and graduate professional students

- Must have completed at least one year of coursework by the time *in absentia* begins.
- May only use *in absentia* for a maximum of three quarters.

Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

All students may receive University fellowships and GSR appointments, but may not hold TA, Reader or Tutor appointments during the *in absentia* period.

The procedures for enrolling are the same as for regular students who are in-residence on campus. If *In-absentia* registration is approved by the academic department and the Graduate Dean, the Graduate Division will contact the Registrar to re-assess fees at the *in absentia* rate. It is the student's responsibility to ensure fee payment by the deadline established by the Registrar and published in the quarterly Schedule of Classes.

FAQs can be viewed at: https://grad.uci.edu/academics/In_Absentia_FAQs-4.24.18.pdf