

## ***FAQ–In Absentia Registration***

Graduate students who will be studying or conducting research outside California for the duration of a quarter who are approved for *in absentia* registration will receive a reduction of one-half of the UCSB Registration Fee. If, for example, the campus Registration Fee for the upcoming quarter is \$240, the fee reduction will be \$120. The reduction is possible because the student's absence from the University means s/he will not be utilizing University facilities such as the Davidson Library and Student Health Service. Only the Registration Fee is reduced by half.

### **Who benefits from *in absentia* registration?**

*In absentia* registration can benefit graduate students who need to be registered while studying or doing research outside California. This includes recipients of fellowships who must be registered to receive financial support, or students on internships or conducting fieldwork related to the completion of their graduate degrees. For example, students in Geology and Anthropology have used *in absentia* registration while doing research in Nevada, Arizona, Utah, and overseas. Similarly, Physics students conducting research at the Los Alamos Laboratory in New Mexico have also used *in absentia* registration.

### **How do I know if I am eligible for *in absentia* registration?**

Eligible graduate students are those whose study or research requires them to remain outside the State of California throughout the quarter. Students must secure faculty verification concerning where the student will be studying and the duration of the absence from California.

### **Do I need to be registered while I am outside the State of California?**

Students are advised to check the requirements of their fellowship, internship, or student academic apprentice appointment—most stipulate registration as a condition of eligibility. In some instances, a student may be eligible for an official leave of absence. If you need advice about your options, contact Graduate Division.

### **What if I am going to be outside of California for only part of the quarter?**

To be eligible for *in absentia* registration, students must remain outside California for the duration of the quarter. Students who cancel plans to remain outside California are expected to notify Graduate Division that they are no longer eligible for the fee reduction.

### **Does *in absentia* registration mean that Graduate Division will take care of registering and pay fees for the student?**

No. Students using *in absentia* registration are responsible for taking care of registration and fee payments, or finding someone else who will help them while they are outside California. Students must abide by the fee payment and registration deadlines published in the quarterly *Schedule of Classes*. Students going out-of-state sometimes forget about these deadlines and become subject to late registration fees or let their status lapse. These circumstances can be avoided by making arrangements for registration and fee payment for subsequent quarters before leaving UCSB.

**Can I use GOLD to take care of registration matters while outside California?**

Yes. Students can use [GOLD](#) to register, learn about deadlines or grades, add and drop courses, as well as access other features.

**What about the fees other than the Registration Fee?**

The *in absentia* fee reduction applies only to the Registration Fee. Students are still responsible for payment of the University Educational Fee and other graduate student fees, including mandatory graduate student health insurance and nonresident tuition where applicable.

**Can I also receive the Doctoral Candidacy Fee Offset (DOCFO) for quarters that I am outside California?**

Yes. The DOCFO grant from Graduate Division covers a considerable portion of the student's Educational Fee for the quarter.

**How many quarters can I go on *in absentia* registration?**

Approval is for one to three consecutive quarters, usually coterminous with the academic year. If the student wants an extension for additional quarters, the student must secure faculty verification and re-establish eligibility.

**What paperwork is necessary to establish eligibility for *In Absentia* registration?**

The student must complete a [Request for \*In Absentia\* Registration](#) in order to verify the quarters the student will be outside California, where the student will be, and the student's academic purpose while out-of-state. Students on nonimmigrant visas must secure the signature of the Office of International Students and Scholars. The petition fee is waived for *In Absentia* registration requests. Graduate Division will instruct the Registrar to credit your BA/RC account for one-half of the campus Registration Fee for the approved quarter(s).