

In-Absentia FAQ

1. What is *in-absentia* registration?

You are a full time regularly enrolled and registered student who has an academic need to conduct research outside of California for a period of up to one academic year.

2. 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.
- Master's and graduate professional students must have completed at least one year of coursework by the time the *in absentia* status would begin.

3. Is there a fee reduction?

Yes. A student will pay 15% of the combined Tuition and Student Services Fee, 100% health insurance, 100% non-resident tuition, and, if applicable, professional degree fees.

4. Does this status include a reduction on the non-resident supplemental tuition?

No.

5. I am in a professional degree program - Law/MBA/MD, etc. Will I get a reduction on the professional degree fee?

No.

6. My evening MBA program takes place outside of California. Can I use *in-absentia* registration?

No, this is a self-supporting program, with fees set by the program.

7. 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.

8. I will be gone for 2 months, not the entire quarter or semester. Can I use *in-absentia*?

No. The policy is for those students who will be outside the state the entire term.

9. I am enrolled in an independent study course this summer. I will be in Armenia for the entire 6 week session. Can I use *in-absentia* registration?

In-absentia is for the academic year only.

10. Will I still get my fellowship stipend?

Students who register *in-absentia* are eligible to receive a fellowship.

11. 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?

Possibly. This would be an exception to the policy and would need special approval by the Dean.

12. I am in a master's program. During my second quarter/semester, I want to do an exchange program in France. Can I use *in-absentia* registration?

Possibly. This would be an exception to the policy and would need special approval by the Dean.

13. How long can I use *in-absentia* registration?

Up to two years (or 6 quarters/4 semesters) for academic doctoral students with the second year requiring approval by the Dean.

Up to one year (or 3 quarters/2 semesters) for master's and graduate professional students (including D.Ph, Ed.D., D.Eng)

14. How do I sign up for *in-absentia*?

Please use the form, which can be found

<http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm#Petitions>

15. 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. If you are enrolling in an on-line course, you may not use *in-absentia*.

16. Can I hold an academic appointment (TA, GSR, Reader, or Tutor) while holding *in-absentia* status?

If you are a GSR, yes, otherwise no.

17. I will be a TA in Washington, D.C. with the UCDC program. Can I be *in-absentia*?

No, you are participating in a UC program.

18. I will be a TA in France with the EAP program. Can I be *in-absentia*?

No, you are participating in a UC program.

19. I will be enrolled at an institution in Russia. I still want to be enrolled at UC. Can I use *in-absentia* status?

Yes, if you are a second year masters student or professional doctoral student or an advanced to candidacy academic doctoral student.

20. Can I take my QE while in-absentia?

No, *in-absentia* means that you are away from campus for the entire term.

21. I don't want to use *in-absentia*. Can I go on a research leave?

Only if you are in California. Research leaves for study outside the state are no longer possible.

22. 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 studying or in-person collaboration with UC faculty during the *in absentia* period.

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

While registered in-absentia, you are a registered student. However, you would need to get the International Center's Office approval before submitting the form.

24. Will I lose my California fee residence status?

Please consult with the residency deputy, but normally not. The rules do allow for temporary absences. For more information please see:

<http://www.registrar.ucla.edu/forms/legalresidence.pdf>

25. Can I use filing fee the semester/quarter after being on *in-absentia* status?

Yes, because you are registered while on *in-absentia*.

26. Can I receive my degree while on *in-absentia* status?

Yes, since you are registered.

27. Will I be able to maintain my housing while on *in-absentia* status?

In order to maintain your current assignment while on *in-absentia* status, you would be required to continue making your housing payments as outlined in your Housing Offer Letter or Rental Agreement. Should you decide to cancel your contract or vacate your unit while you are away, your remaining housing guarantee will be deferred and you will be re-offered housing upon your return. Your offer will be subject to unit availability when you return and will not be for your previous unit.

28. Will I be able to obtain housing upon my return?

Upon return from a pre-approved in-absentia leave, you will be re-offered housing. Your offer will be subject to unit availability when you return and will not be for your previous unit.

29. When do I need to notify housing that I will be on *in-absentia* status?

For students residing in University Apartments South (UAS), you'll need to provide at least 30 days notice to the Housing Services Office by submitting an online Notice of Intent to Vacate (NITV) at the My Housing Website: <http://www.housing.ucla.edu/myhousing>. For Weyburn Terrace (WT) residents, you must submit an appeal to terminate your contract. For information on this process, please see Ask Housing <http://www.housing.ucla.edu/ask> ID# 112.

30. Do I need to notify housing how many quarters I'll be on *in-absentia* status and when I plan to return?

In order to ensure that housing is available for you upon return from *in-absentia* status, you should provide information on when you expect to return to UCLA at the time that you submit your NITV (for UAS residents) or cancel your contract (for WT residents). While you will be re-offered housing upon your return, your offer will be subject to unit availability at that time and will not be for your previous unit.