

University of California, Berkeley

Request for In Absentia Registration

Students may apply for in absentia status if the following criteria are met: the research or coursework is of a nature that makes it necessary to be completed outside of California (or, in some cases, within California but outside the immediate Bay Area) for at least one full academic term; the work away from the UC campus is directly related to the student's degree program as evidenced by UC faculty approval; the work involves only indirect supervision (correspondence or review of written work) from UC faculty during the in absentia period; the work involves no significant collaboration with UC faculty during the in absentia period. Doctoral students who want to register in absentia for a second academic year must reapply. The health insurance fee, non-resident tuition (if applicable), and professional school fees (if applicable), and reduced Student Services Fees and Tuition are charged to all students registered in absentia.

All applications must be submitted to the Graduate Division by July 15 for the fall semester and December 9 for the spring semester. Departments may set earlier deadlines. Please contact Graduate Degrees with any questions: 510-642-7330 or degrees@berkeley.edu.

Last name, first name, middle name

Student ID number

Major

Degree objective

Current phone number

Current email

Current mailing address

In absentia requested for the following terms: ☐ Fall 20____ ☐ Spring 20____

Have you ever registered in absentia before? If so, when? _____

Location (state or, country; if within California of residence): _____

Emergency contact information: _____

I will be supported by ☐ own funds ☐ UC fellowship ☐ GSR ☐ Other source: _____

(Note: Work as GSI, AI-GS, Reader or Tutor is not permitted)

Briefly state research/coursework plans:

I certify that I am eligible and will be "outside the immediate Bay Area (see definition on next page)" for the semester of in absentia registration:

Student's signature: _____ Date: _____

Head Graduate Advisor's Signature: _____ Date: _____

Research Adviser/Dissertation Chair: _____ Date: _____

Berkeley International Office (if applicable): _____ Date: _____

Graduate Division: _____ Date: _____

The in absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree program outside of California (or in some cases, within California outside the Bay Area). Students registered in absentia are only assessed 15 percent of the combined University Educational and Registration Fee, full health insurance fees, and campus-based fees. If applicable, students are also assessed non-resident tuition and/or professional school fees.

Eligibility Criteria

Research or coursework

- Must be directly related to the student's degree program as evidenced by faculty approval.
- Must be of a nature that makes it necessary to be completed outside of the Bay Area for at least one full academic term.
- Must involve only 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.
- Must be enrolled full-time in regular UC units.

Academic doctoral students:

- Must be advanced to candidacy by the time in absentia begins
- May only use in absentia for a maximum of two years

Master's 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 one year

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

All students may receive University fellowships and GSR appointments, but may not hold GSI appointments during the in absentia period.

Frequently Asked Questions

Q1. *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 eligible. Academic doctoral students must have advanced to candidacy by the time the in absentia status begins. Master's and graduate professional students must have completed at least one year of coursework by the time the in absentia status begins.

Q2. *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.

Q3. *Is there a fee reduction?*

Yes. A student will pay 15% of the combined educational and registration fees. However, the student will be responsible for 100% of health insurance, non-resident tuition, and, if applicable, professional degree fees.

Q4. *Does this status include a reduction of the non-resident tuition?*

No.

Q5. *I am in a professional degree program – Law/MBA/Optometry, etc. Will I get a reduction on the professional degree fee?*

No.

Q6. *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.

Q7. *I will be 500 miles away, but still in California. Can I use in absentia registration?*

Possibly. Each case will be considered individually, based on the activities involved that require absence from Berkeley but residence elsewhere in California. All students residing in Alameda, Contra Costa, Santa Clara, San Mateo, San Francisco, Marin, and Solano are considered local and not eligible for consideration.

Q8. *I will be gone for 2 months, not the entire semester. Can I use in absentia?*

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

Q9. *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?*

No, in absentia status is for the academic year (spring and fall semesters) only.

Q10. *Will I still get my fellowship stipend?*

Students who register in absentia are eligible to receive fellowships that have been awarded to them.

Q11. *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.

Q12. *I am in a master's program. During my second semester, I want to do an exchange program in France. Can I use in absentia registration?*

If this is a formal exchange program, then no. If you will be paying fees at the other university, possibly. This would be an exception to the policy and would need special approval by the Dean of the Graduate Division.

Q13. *How long can I use in absentia registration?*

Up to two years (or 4 semesters) for doctoral degree students with the second year requiring approval by the Graduate Dean. Up to one year (or 2 semesters) for master's and graduate professional students (including J.D., D.Opt., J.S.D., M.B.A., M.S.W., etc.)

Q14. *How do I sign up for in absentia?*

Please use the [In Absentia](#) Registration Form (PDF)

Q15. *What type of courses can I get credit for while on in absentia status?*

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 through extension and separately pay the fee, this is acceptable.

Q16. *Can I hold an academic appointment (GSI, GSR, AI-GS, Reader, or Tutor) while holding in absentia status?*

If you are a GSR, yes, otherwise no.

Q17. *I will be on the UCDC program or on EAP. Can I be in absentia?*

No, you are participating in a UC program.

Q18. *I don't want to use in absentia. Can I go on withdrawal for research?*

No. Graduate students are expected to be continuously registered. Withdrawing is not a registration status. Your readmission is not guaranteed and you may jeopardize your in-state residency. International students who withdraw or cancel their registration will not be reported as registered in SEVIS.

Q19. *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 student or an advanced to candidacy doctoral student and this is not part of an exchange program.

Q20. *Can I take my QE while in absentia?*

No, in absentia means that you are away from campus for the semester and have minimal contact with the faculty.

Q21. *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.

Q22. *I am an international student. Can I use this status?*

While registered in absentia, you are a registered student. If your immigration status is F1 or J1, then you should get advice from the Berkeley International Office. Please note you must update your local address within 10 days of it's change.

Q23. *Will I lose my California fee residency status?*

Not while you are paying in absentia fees, since you are still a registered student. However, if you withdraw, you will need to be readmitted and complete a Statement of Legal Residence. The residency rules do allow for temporary absences.

Please see the [Office of Registrar website](#).

Q24. *Can I use filing fee the semester after being on in absentia status?*

Yes, because you are registered while on in absentia.

Q25. *Can I file my dissertation or thesis while on in absentia status?*

Yes, but since you will be out of California, you will need to mail or have a friend or colleague submit the documents for you.

Q26. *Can I receive my degree while on in absentia status?*

Yes.

Q27. *I'm planning ahead. Will this policy be in place in 2015?*

The Office of the President can change registration policies at any time; at this time, we expect in absentia registration to continue.

Q28. *Can students enroll in a UC online course and still be eligible to register in absentia?*

No. The in absentia status is reserved for coursework or research that meets the criteria described in the policy, including but not limited to the requirement that the coursework or research "must be of a nature that makes it necessary to be completed outside of California for at least one full academic term." Since online courses offered by UC campuses do not meet this requirement, they are not available to students who are registered in absentia. A student may, however, enroll and pay for an online course offered elsewhere — e.g., through a UC extension program, which charges a separate fee — while registered in absentia. In general, students are not permitted to enroll in any UC campus course other than the one required to register in absentia.