



YALE UNIVERSITY

GRADUATE SCHOOL OF ARTS AND SCIENCES

Registration In Absentia Request Form

REGISTRAR

ASSOCIATE DEAN

This form is to be completed only by Ph.D. students who have not satisfied the Graduate School's four year, full-tuition obligation.

Students are normally expected to register in residence; registration in absentia may be permitted for students who are current with all Graduate School and departmental requirements and have compelling academic reasons to study off campus for a term or a year. Permission to register in absentia does not exempt you from the three-year minimum residence requirement for the Ph.D.

To request registration in absentia, complete the top portion of this form, obtain your DGS' recommendation (below), and submit the form to your associate dean not less than one month before the beginning of the term in which you wish to begin study in absentia. Be sure to consult Member Services at the Yale Health Plan about your health insurance needs while you will be off campus.

To be completed by the student:

Name: Last First SID: Department: Year of Study (current): Term: [] Fall [] Spring Year: Mailing Address: Street City State Zip Code Email: Phone: () -- Effective Dates for this address: From To Advisor's Name and Campus Telephone: I wish to register in absentia during: Term: [] Fall [] Spring Year: Place of Study: Reason for study in absentia: Student Signature Date

To be completed by the Director of Graduate Studies:

NB: Students are normally expected to register in residence. Your support for study in absentia should only be given if there are compelling academic reasons (e.g., access to research facilities) for study away, and only if the student is current with all Graduate School and departmental requirements. I recommend this request. Director of Graduate Studies Date

To be completed by the Associate Dean:

I approve this request. Associate Dean Date Tuition Charge (check one): [] Full [] CRF [] Other (specify) Stipend (check one): [] Fall [] Spring

Upon completion, send form to the Graduate School Office of the Registrar, Hall of Graduate Studies (HGS), Room 113.