

**GRADUATE STUDENT
INABSENTIA REGISTRATION FORM**

Applying to graduate in absentia allows a candidate to apply to graduate without formally enrolling in courses for that semester. Students are eligible if they have completed all degree requirements except for the submission of final approved copies of thesis, dissertation or other required reports. In absentia registration requires a \$100 nonrefundable/nontransferable fee.

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|----------------------|-----------------------------|-------------|-------------------------------|
| Last Name | First Name | M.I. | Student I.D. Number |
| Semester/Year | Degree & Program | | Semester of Graduation |

TO REGISTER INABSENTIA:

- Obtain and complete an InAbsentia Form from your Department Office.
- Obtain approval from Department Head and/or Advisor and the Graduate Dean.
- Pay the InAbsentia fee to the Bursar's Office.
- Take the approved InAbsentia Form to the Student Records Office. The Department Head or Advisor must fill in the section below, outlining the conditions for completing your degree and sign the statement recommending that you be allowed to apply to graduate in absentia.
- Apply for graduation by the deadline date in the Academic Calendar.

In order to complete the noted degree program, the student must:

Student Signature

Program Head or Graduate Advisor

Date

Date

TAKE THIS SIGNED FORM TO THE OFFICE OF THE DEAN OF GRADUATE STUDIES

Dean of Graduate Studies

Date

Security Statement: Your UT Dallas ID is being requested because it is a unique ID which is maintained for the purpose of accuracy in tracing information. The disclosure of such information is voluntary. Disclosure of your UT Dallas ID is governed by the Public Information Act (Chapter 552 of the Texas Government Code).
Office of Graduate Studies, June 19, 2017