



Rensselaer | Graduate School

Request for Registration in Absentia

Name _____ RIN# _____ email _____

Term/Year Fall ____ Spring ____ Summer ____ Degree _____ Department _____

First Request OR Second Request U.S. Citizen ____ Yes ____ No (If No, Form 1A is required)

Doctoral students and thesis-based Master's students who have completed their coursework, and are physically located off-campus and not using institutional resources (e.g., labs, library, student services, etc.) can register "in Absentia." They may register for a **maximum** period of one year, and thesis-based master's students for one semester. The fee for doing so will be set on a per semester and/or summer term basis. Any students performing any work on campus are not eligible for registration "in Absentia."

To request Registration in Absentia students must submit this form, completed and signed by the student, the thesis or dissertation advisor, and school representative, to the Graduate School no later than the late add deadline.

YES NO

Will you be using institutional resources?

Will you be located off campus?

All coursework completed?

(Please attach a plan of study)

Qualifying Exam Passed _____ (For PhD candidates only)
(Date)

Doctoral Committee Approved _____ (For PhD candidates only)
(if applicable date approved)

Candidacy Exam Passed _____ (For PhD candidates only)
(if applicable date passed)

Expected Graduation Date _____

Student Signature: _____ Date: _____

Thesis or Dissertation Advisor Approval Signature: _____

Print Name _____ Date: _____

Associate Dean of Academic School Approval Signature: _____

Print Name _____ Date: _____

Registration in Absentia is approved on a per semester basis with an overall time limit of one year for the Ph.D. and one semester for the M.S. Requests for extensions will not be approved. International students and those students residing within a twenty-five mile area of Troy must also submit **Absentia Approval Form 1-A**.

This request is not valid unless approved by the Graduate School, all Graduate School decisions are final.

For Graduate School Use Only

Approved Not Approved

Graduate School Authorized Signature _____ Date: _____