

Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

Date _____

IN ABSENTIA PETITION

General Information

Purpose

In absentia status provides an opportunity for graduate students to engage in approved study in a location at least 100 miles away from the university's Ithaca campus during the academic year while continuing to work under the guidance of the special committee. Provided the proposed arrangement enhances the student's program of study, the student may earn registration units. Students studying in absentia are eligible for fellowships, assistantships, student health insurance, and educational loans. (In absentia status lasts for the academic year only. There is a separate form for summer registration.) In Absentia status will not approved for immigration or financial issues.

Requirements

To register for in absentia status, you must ensure that the following requirements have been satisfied.

1. Receive approval from the special committee and your field's director of graduate studies.
2. Submit an in absentia petition to the Graduate School by **November 1 for the Spring Semester and by June 15 for the Fall Semester**.
3. Register your travel with Cornell International Travel Registry at <https://travelregistry.cornell.edu/> (required for travel outside the US).
4. Elect enrollment in SHIP. Please. To enroll in SHIP, you MUST contact Student Insurance at studentbenefits@cornell.edu for an enrollment form, which can be emailed to you. Students are not automatically enrolled in SHB while in absentia regardless of their funding source.
5. Clear all bursar account balances prior to the first day of classes.
6. For international students: It is your responsibility to update your address with the International Students and Scholars Office. For more details, please see www.isso.cornell.edu/about/addresschange.php.

Fees

Students who will be in absentia for the full semester are charged \$200 tuition and, if elected, the optional Student Health Insurance Plan (SHIP) premium.

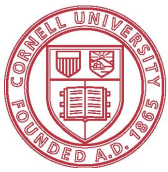
Deadlines

In absentia petitions are due June 15 for the fall semester and November 1 for the spring semester. Petitions submitted after the deadline are subject to a late registration fee and applicable finance charges. All Bursar accounts must be settled prior to the first day of classes, and you should provide the Bursar's Office with an updated billing address for the in absentia period.

Regulations (Excerpted from the Code of Legislation of the Graduate Faculty)

- A Ph.D. student shall have earned at least two registration units, while registered for that degree program in the Graduate School, in fulltime study either on the Ithaca campus or at a satellite location, to be eligible for work in absentia. A Ph.D. student may not earn more than two units toward the fulfillment of the minimum registration unit requirement for work in absentia.
- A master's degree student shall have earned at least one registration unit, while registered for that degree program in the Graduate School, in full-time study either on the Ithaca campus or a satellite location, to be eligible for in absentia registration. A master's student may not earn more than one unit toward the fulfillment of the degree's minimum registration unit requirement for work in absentia.
- A student may register in absentia with the Graduate School for no more than a total of eight semesters.
- Non-degree students are not eligible for in absentia status, except for the Dietetic Intern program.
- The same limitations on employment apply for in absentia students as for on-campus students.
- Semesters registered in absentia count towards the Time to Degree regulation.

Please note: In absentia status is not automatically extended. To extend in absentia status, a new petition justifying the need for the extension must be submitted. Also the study plan must include what research has been completed and what research still needs to be done.



IN ABSENTIA PETITION

Checklist:

- Study Plan:** Outline the project to be undertaken while in absentia. Include the dates, location, and financial resources that you will use while in absentia. Attach the plan to this form. If this is an extension please include what you have accomplished while being on In Absentia in the past and what remaining research needs to be done.
- Documentation:** Support your request with documentation. This can include any of the following: a letter from the host institution or faculty sponsor, an external funding award letter, or notification of research project approval. Include documentation of your residence outside of the Ithaca area, a rental agreement, utility bill or air line tickets. If you are unable to provide residency documentation, your committee chairperson should write a short letter attesting to your planned residency location.
- Travel Registration - Required for travel outside the U.S.** Prior to submitting an In Absentia request, you will need to register your travel with Cornell's International Travel Registry, a secure system to record your travel plans and contact information that provides emergency communications and emergency travel assistance while you are abroad. Submit the email confirmation you receive from the Travel Registry with the In Absentia Petition.
- Correct signatures:** *In absentia* forms may **not** be signed by proxies; both the special committee and DGS must sign this form to vouch that the proposal as presented is an accurate reflection of the student's plans. You must read and sign the bottom of this form for it to be processed. All signatures must be original.
- Correct format and submission:** All information on this form, excluding signatures, should be printed or typed. Submit the completed form to **Graduate School Student Services Records Team, 143 Caldwell Hall. Or you may send it via an email PDF to gradstudserv@cornell.edu.**

BIOGRAPHICAL INFORMATION

_____ Cornell ID number	_____ NetID	_____ E-mail address	
_____ Last name	_____ First name	_____ Middle initial	_____ Gender
_____ Academic program	_____ Degree program	_____ May, August or January conferral?	

TERMS FOR WHICH IN ABSENTIA STATUS IS REQUESTED

Extension _____ or First time request _____ Which terms are you petitioning for: Fall 20____ Spring 20____

SOURCE OF IN ABSENTIA TUITION

Self _____ Other (please specify): _____

COMMITTEE SIGNATURES OF APPROVAL

_____ Special Committee Chair name	_____ NetID	_____ Special Committee chair signature	_____ Date
_____ Special Committee member name	_____ NetID	_____ Special Committee member signature	_____ Date
_____ Special Committee member name	_____ NetID	_____ Special Committee member signature	_____ Date
_____ Special Committee member name	_____ NetID	_____ Special Committee member signature	_____ Date
_____ Director of Graduate Studies name	_____ NetID	_____ Director of Graduate Studies signature	_____ Date
_____ GFA or Administrative Mgr. name	_____ NetID	_____ GFA or Administrative Mgr. signature	_____ Date

CHECKLIST COMPLETE, STUDENT ACCEPTANCE STATEMENT AND SIGNATURE

Student signature

Date