



REGISTRATION IN ABSENTIA

Registration in absentia is for students pursuing doctoral or master's degrees in academic disciplines. A student is required to be enrolled in the semester he/she intends to graduate. Registration in absentia is permitted *only* for a graduate student who has met all degree requirements, including successful defense of a thesis or dissertation, but did not graduate in the semester of completion.

The fee for registration in absentia is \$15.00 per semester for a Texas resident and \$17.50 for a non-resident student. Upon final approval by the Graduate School Dean, students are required to pay the applicable fees to the Treasury Services Office. The completed form and paid receipt must be submitted to the Office of the Registrar by the census date of the applicable semester.

To be completed by the student (Please type or print):

Student Name:

Student ID:

Degree and Program:

Email:

Phone:

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

Request for: Thesis Dissertation ☐ Other: _____

Student signature: _____

Date: _____

APPROVALS:

Committee Chair: _____

Date: _____

Department Head: _____

Date: _____

Academic Dean: _____

Date: _____

Graduate School Dean: _____

Date: _____

Registrar's Office Use only:

Receipt # _____ Staff initials _____

Note: All signatures are required before payment of fees.