

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 Dean of Graduate Studies, 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: F	Fall 20 / Spring 20 / Summer 20
Request for: Thesis Dissertation	□ Other:
Student signature:	Date:
APPROVALS:	
I confirm that	defended his/her thesis
	on(date)
Committee Chair:	Date:
Department Head:	Date:
Academic Dean:	Date:
Dean of Graduate Studies or Designee	Date:
Note: All signatures are required before pay	ment of fees. Registrar's Office Use only: Receipt # Staff initials