Instructions for Request to Register in Absentia

You can fill out this form on screen and save the form on your computer before closing out the document. Once your advisor has signed the form, you must mail, email, bring, or fax the completed form to the UTA Graduate School.

This form is to be completed in the event that you have met all requirements for graduation by the end of this semester, but missed a deadline during the semester. If approved, you will not register for classes the next semester but will be awarded your degree at the end of that semester. Please follow the steps below:

1. Fill in the blanks on the form as indicated.
2. You can save a copy of this form by clicking on the icon on your browser.
3. In the space provided after the phrase “I hereby request permission to register in absentia...” state what semester you want in absentia and why you are applying for in absentia.
4. Sign the form.
5. Submit the form to your Graduate Advisor for review and signature.
6. The signed form must then be submitted to the Graduate School for final evaluation.
7. Submit an Application for Graduation online.

Attention International Students applying for OPT: You must begin OPT immediately after your last term of enrollment even if you are approved for in absentia registration. Please see the Office of International Education for more information.

Forms which are not signed by your advisor in your department will not be accepted or processed by the Graduate School.

Remember that you must also submit an application for graduation online. The In Absentia form alone does not suffice.
REQUEST TO REGISTER IN ABSENTIA
GRADUATE SCHOOL
THE UNIVERSITY OF TEXAS AT ARLINGTON

Date:_______________________ UT Arlington ID Number: 1000_________________________

Student Last Name: ___________________________________ First Name: _________________________________

Degree (circle one):  Masters   PhD

Degree Program: __________________________________________________________________________

Program Type (circle one):   Thesis   Non-Thesis   Thesis-Substitute   Dissertation

I hereby request permission to register In Absentia for the _________________ for the following reason(s):

To qualify for In Absentia I have completed the following requirements by the end of the semester deadline immediately preceding the semester in which I wish to register In Absentia:

1.  All degree requirements completed as per GMAP.
2.  Final submission of thesis or dissertation approved by Graduate School (if applicable).
3.  Passed Final Master’s Exam or Doctoral Dissertation Defense unconditionally and submitted exam report to Graduate School (if applicable).
4.  Have a 3.0 cumulative GPA overall and in program.
5.  Have met any/all other departmental requirements.
6.  Submitted an application for graduation online.

By signing below, I certify that have read and completed all the requirements above to apply for In Absentia.

Student Signature: ___________________________________________________________________________

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

ADVISOR COMMENTS

GRADUATE SCHOOL COMMENTS

Graduate Advisor Signature: ______________________________________________________  Date: __________

Graduate Dean Signature: ________________________________________________________ Date: __________