



Filing Fee Petition

STUDENT

Please complete this section and submit this petition to your program. Prior to submitting this petition, make sure you have completed all degree requirements, except for your official submission of a thesis or dissertation, or the final formal examination. After your petition has been approved by your program, submit this form to the Graduate Division for approval. Upon approval by the Graduate Division, pay the Filing Fee (one-half of the prevailing Student Services fee) at the University Cashier. Deadline to submit this petition is the same as the registration deadline. A grace period extends to the end of the 2nd week of classes, after which this petition may be granted only by an approved exception by the Graduate Dean. If you have already paid registration fees, reimbursement will follow once the Registrar's Cancellation/Withdrawal form has been submitted. However, the GSHIP premium is refundable **ONLY IF THIS REQUEST IS APPROVED BEFORE THE FIRST DAY OF THE SEMESTER.** Your program will be notified if/when this petition is approved. **NOTE:** students may not receive any type of fellowship support or UCM employment while on Filing Fee status.

Student Name: _____
Last First Middle Student ID Number

Address: _____
Street City State Zip

Phone (____) _____ E-mail Address: _____

Program: _____ Degree: MA MS PhD

Petition to pay Filing Fee in lieu of registration for: Fall Spring Year _____

Semester/Year you advanced to candidacy: Fall Spring Year _____

During my Filing Fee Semester I plan to: Take master's comprehensive exam File master's thesis
 Take doctoral final oral exam File doctoral dissertation

I have (check one):

Registered for the semester in which filing fee is requested (*must submit a Cancellation/Withdrawal Form*)

Not Registered for the semester in which filing fee is requested

NOTE: Do to specific visa requirements, international students must have the SEVIS/Visa Coordinator complete the "International Center" section on the second page of this form prior to submitting this form for final approval by the Graduate Division.

I have read all pages of this petition and I understand that while on filing fee status I may not take courses, conduct research, earn academic credit, receive a university fellowship, hold a UC appointment or similar academic employment, or make use of University resources and facilities. If I wish to maintain campus housing and/or my GSHIP coverage, I must personally contact those offices to make my own arrangements. If I have already received a graduate stipend in the semester on which I will go on Filing Fee Status, I will be billed through my UCM account for the amount I was awarded. I also understand that I can only petition for filing fee status once during my entire graduate student tenure at UCM.

Student signature: _____ Date: _____

Student Name: _____

PROGRAM

Prior to completing this section, ensure that the student has completed all degree requirements except for their official submission of a thesis or dissertation or the final formal examination. After completing this section, return the form to the student.

- APPROVED
- NOT APPROVED

Thesis or doctoral committee Chair (print name, then sign)

Date

Graduate Group Chair (print name, then sign)

Date

INTERNATIONAL CENTER

International students only: Please obtain approval from UCM's SEVIS/Visa Coordinator prior to submitting this form to the Graduate Division.

- APPROVED
- NOT APPROVED

SEVIS/Visa Coordinator (print name, then sign)

Date

GRADUATE DIVISION USE ONLY

Last semester student received any funding support at UCM: Fall Spring Year: _____
Graduation Application filed with Registrar's Office for: Fall Spring Summer Year: _____
Filed an Academic Leave request in the semester prior to request for filing fee status: Yes No If yes, semester & year: _____

Number of units completed: _____

Processed Date: _____ By: _____

- APPROVED
- NOT APPROVED

Graduate Division Dean Signature

Date

Registrar Office Use Only:

Effective Date: _____ Date fees paid: _____

Processed Date: _____ By: _____