

## Filing Fee Petition

### STUDENT

Please complete and obtain all signatures up until the Grad Division Section. **It is the student's responsibility to make sure all degree requirements have been completed, except for the official submission of a thesis/ dissertation, or the final formal examination.** Submit the form to Graduate Services (gradservices@ucmerced.edu) to obtain the Graduate Dean's approval. Deadline to submit this petition is *two weeks prior* to the beginning of instruction for the semester for which approval is sought.

Student Name:		_____	_____	_____
	Last	First		Student ID Number
Address:		_____	_____	_____
Street	City	State	Zip	Phone #
E-mail Address:		Program: _____		
Degree Objective:		Petition to pay Filing Fee in lieu of registration for:		
<input type="checkbox"/> MA	<input type="checkbox"/> MS	<input type="checkbox"/> MM	<input type="checkbox"/> PhD	<input type="checkbox"/> Fall <input type="checkbox"/> Spring    Year: _____

**Currently I have:**     Registered for the semester in which I am requesting Filing Fee (*must submit cancellation/ withdrawal form*)  
(*check one*)             Not registered for semester in which filing fee is requested.

**Semester/Year of your Advancement to Candidacy:**     Fall     Spring    Year: \_\_\_\_\_

**During Filing Fee, I plan to:**     Take my doctoral final examination. Scheduled Date: \_\_\_\_\_    File my doctoral dissertation  
(*Check all that apply*)             Take my master's final examination/report. Scheduled Date: \_\_\_\_\_     File my master's thesis  
    Take my comprehensive examination date. Scheduled Date: \_\_\_\_\_

### Please check the following boxes to verify your eligibility for use of Filing Fee:

- I will have completed all requirements for my degree before the first day of instruction of the term in which I will be on Filing Fee except for planned tasks listed above.
- During the Filing Fee term, I confirm that I will **NOT** be employed in an Academic Appointment such as Graduate Student Researcher (GSR), Teaching Assistant/Associate/Fellow (TA), Reader or Tutor, or any academic title at UC Merced.
- I was a registered student in the previous term before Filing Fee request.

### Certification by Student: Please read and sign below.

*Before signing below, please be sure that you have checked all boxes above.*

**I have (as applicable):**

- Submitted a draft of my thesis/dissertation to my committee.
- Submitted a draft of my capstone project to my review committee.
- Scheduled the date of my comprehensive examination.
- Scheduled my doctoral final examination/ doctoral defense.

I have read all pages of this petition and I understand that while on filing status I may not take course, 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 office 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 UC Merced account for the amount I was awarded. I also understand I can only petition for filing fee status once during my entire graduate student tenure at UC Merced.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL**

Prior to Completing this Section ensure that the student has completed all degree requirements, except for their official submission of a thesis/dissertation/final examination.

I (*Committee Chair*) confirm that I have read a draft of the student's dissertation/ thesis and is acceptable with only minor revisions. I am confident the student will graduate at the end of the filing fee term.

\_\_\_\_\_  
Thesis/ Doctoral Committee Chair (print and sign)

\_\_\_\_\_  
Date

I (*Graduate Advisor*) confirm that the student has completed all degree requirements except for officially submitting their thesis/dissertation or completed their final examination. I am confident the student will graduate at the end of the filing fee term.

\_\_\_\_\_  
Graduate Advisor (print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Group Chair (print and sign)

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERNATIONAL CENTER**

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

Approved

Not Approved

\_\_\_\_\_  
SEVIS/Visa Coordinator (print and sign)

\_\_\_\_\_  
Date

**GRADUATE DIVISION USE ONLY**

**Submit the form to Graduate Services ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)) to obtain the Graduate Dean's approval. Once the form has been approved by the Graduate Dean, the Filing Fee charge will appear on your Student Account.**

Last Semester student received any funding support at UCM: \_\_\_\_\_

Term/Year: \_\_\_\_\_

Graduation Application filed with Registrar's Office for: \_\_\_\_\_

Term/Year: \_\_\_\_\_

Filed an Academic Leave Request in the semester prior to requesting Filing Fee Status:  No  Yes If yes, semester & year: \_\_\_\_\_

Advancement to Candidacy: \_\_\_\_\_

GPA: \_\_\_\_\_

Number of units completed: \_\_\_\_\_

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

Approved

Not Approved

\_\_\_\_\_  
Graduate Division Dean Signature

\_\_\_\_\_  
Date

*Registrar's Office Use Only:*

Effective Date: \_\_\_\_\_

Date fees were paid: \_\_\_\_\_

Processed Date: \_\_\_\_\_

By: \_\_\_\_\_