



**DEPARTMENT**

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 (review the Filing Fee FAQ, p.3-4, as necessary). After completing this section, return the form to the student.

- APPROVED  
 NOT APPROVED

\_\_\_\_\_  
 Dept. Chair/Grad. Advisor (print name, then sign)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Thesis or doctoral committee Chair (print name, then sign) [NOTE: Please initial box at bottom-right of page 1]

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Assoc. Dean for your school (print name, then sign)  
 (Required for: Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science, & ICS)

\_\_\_\_\_  
 Date

**INTERNATIONAL CENTER**

**International Students only: Please pay the Filing Fee at the University Cashier's Office obtain approval from UCI's International Center, and then forward the completed form to the Graduate Division, 120 Aldrich Hall, Zot: 3180.**

Information for International Students:

Due to visa regulations international students in F-1 or J-1 visa status must obtain approval to go on Filing Fee from the International Center (IC). The approval is based on the fact that the Filing Fee quarter will be your last quarter. Your SEVIS record will be updated and a new I-20 or DS-2019 will be issued to reflect this new end date. International students are expected to complete all degree requirements and submit the degree by the end of your Filing Fee quarter, extension of your visa document will not be possible. For additional information, please contact the International Center at (949) 824-7249.

Students on visas other than F-1 or J-1 do not need to get approval from the International Center.

- APPROVED  
 NOT APPROVED  
 CANNOT APPROVE OR DENY

\_\_\_\_\_  
 International Student Advisor (please print name, then sign and date)

\_\_\_\_\_  
 Date

**GRADUATE DIVISION**

- APPROVED  
 NOT APPROVED

\_\_\_\_\_  
 Dean of the Graduate Division or Designate (print name, then sign)

\_\_\_\_\_  
 Date

## BACKGROUND INFORMATION FOR COMPLETING FILING FEE PETITION

**NOTE:** Much of the text below is adapted from UCI's *Graduate Policies & Procedures Handbook*: <http://www.grad.uci.edu/forms/faculty-and-staff/Graduate%20Policies%20and%20Procedures.pdf>

### FILING FEES: FREQUENTLY ASKED QUESTIONS

#### Who is eligible for a Filing Fee Quarter?

Under certain circumstances, you may be eligible to pay a "Filing Fee" if approved by your academic unit and the Dean of the Graduate Division. In general, the Filing Fee option only applies to students who have completed all requirements for a Master's, or Ph.D. degree except for their "official" submission of a thesis or dissertation to the Special Collections University Archives, or the final formal examination (e.g., the comprehensive examination for Master's candidates). However, prior to the beginning of the "filing fee" quarter ALL other requirements for the degree must have been met by the student, including advancement to candidacy. This means, for example, that you are not eligible for Filing Fee Status if you currently have incomplete grades (NR, I) in courses that you need to fulfill your degree requirements.

#### How much is the filing fee for my last quarter at UCI?

The "filing fee" is a reduced fee paid in lieu of other student fees. It is equal to one-half of the student services. The fee must be paid at the Cashier's office before the completed "Filing Fee Petition" is filed with the Graduate Division. Students who pay the filing fee cannot enroll in any courses.

#### What do I need to do to request approval for a reduced filing fee quarter?

If a student is eligible to use the Filing Fee option, the student must obtain the signature of the Department Chair or Graduate Advisor and the Chair of their thesis or doctoral committee. Only students in Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science, and ICS need to obtain the signature of the school's Associate Dean. After the fee is paid to the Cashier's Office, the completed form is submitted to the Graduate Division. International Students must obtain approval to go on Filing Fee status from the International Center.

#### What if I realize I don't qualify for filing fee status?

If a student has paid the Filing Fee, and subsequently must consult with the thesis or doctoral committee about substantial changes, do additional research, or make other use of University resources, that student must register and pay the full fees.

While on Filing Fee status a student may not:

1. Use any University facilities (i.e., Health Center, Housing, library, ARC, laboratories, desk space). However, a student may purchase a library card (call Circulation, ext. 46842) and/or health insurance (Student Health Services, ext. 49415);
2. Make demands upon faculty other than the time involved in the final reading of the thesis/dissertation or in holding final exams;
3. Receive a fellowship or financial aid;
4. Take course work of any kind;
5. Hold any University academic or student appointment.

#### Additional Information:

1. The Filing Fee may be paid in lieu of registration for **only one** academic quarter.
2. The student applying for Filing Fees status must have been registered in the preceding academic quarter. A Filing Fee will not be accepted following readmission, and only under exceptional circumstances will a Filing Fee be accepted following a leave of absence.
3. The Filing Fee option preserves the student's candidacy status with the University; however, the student is NOT considered a full-time registered student by the University. The student should be aware that many loan agencies do not recognize the student as being enrolled while on filing fee status, and may require earlier repayment of student loans.
4. International visa restrictions may preclude Filing Fee status for students who are not citizens or permanent residents of the United States. You should verify your eligibility for Filing Fee status via the International Center well in advance of need. If you are eligible, you need to have International Center acknowledge your eligibility on the Filing Fee Petition
5. Students who plan to continue graduate study toward the Ph.D. without interruption of graduate status are ineligible for Filing Fee status for a Master's degree, i.e., students can assume Filing Fee status for only one quarter during their entire graduate career at UCI.
6. If all degree requirements are not completed during the quarter for which a Filing Fee was paid, the student must subsequently register and pay all applicable fees in full for any subsequent quarter. In order to do so, the student must notify the Registrar's or the Graduate Division to assess fees. \*International students are expected to complete all degree requirements and submit the degree by the end of your Filing Fee quarter, extension of your visa document will not be possible.

### Information for International Students:

Due to visa regulations international students in F-1 or J-1 visa status must obtain approval to go on Filing Fee from the International Center (IC). The approval is based on the fact that the Filing Fee quarter will be your last quarter. Your SEVIS record will be updated and a new I-20 or DS-2019 will be issued to reflect this new end date. International students are expected to complete all degree requirements and submit the degree by the end of your Filing Fee quarter, extension of your visa document will not be possible. For additional information, please contact the International Center at (949) 824-7249.

Students on visas other than F-1 or J-1 do not need to get approval from the International Center.

## **General Policy on Filing Fees**

UCI's Academic Senate policy on filing fees applies to students who have completed all requirements for a terminal Master's degree or a Doctoral degree and are ready for the formal submission of their thesis or dissertation, or the final, formal examination. The filing fee status can be used for **one quarter only** during the student's entire graduate training. Students applying for Filing Fee status must have been registered in the preceding academic session. A filing fee will not be accepted immediately following an academic leave of absence -- only in very rare cases will an exception be considered by the Dean of the Graduate Division

### a) *Procedures for Establishing Eligibility for Filing Fee Status*

To establish eligibility to pay the filing fee, the student must submit a Filing Fee Petition. The Petition must be approved by the departmental Faculty Graduate Advisor and the Chair of the thesis or doctoral committee and must certify that all other requirements for the degree have been met. Students in the Schools of Biological Sciences, Engineering, Humanities, Medicine, Social Sciences, Social Ecology, or ICS also need to obtain the signature of their Associate Dean for Graduate Affairs. (Students must consult their department for any changes in their school's requirements). International Students, in addition, must have International Center acknowledge your eligibility by completing the "International Center" section of the Filing Fee Petition. It is important that applications for Filing Fee be submitted to the Dean of the Graduate Division at the very beginning of the quarter for which approval is sought so that a student whose application is not approved will be able to enroll prior to the budgetary deadline.

Forms are available on the Graduate Division website. The form should be brought to the Cashier's Office with a check made out for one-half of the student services fee (the Registrar will list the current fee information at <http://www.reg.uci.edu/fees/>). The form should then be submitted to the Graduate Division for final approval/processing.

### b) *Limitations on Use of University Services while on filing Fee Status*

While on filing fee status a student may seek faculty involvement for a final reading of his or her dissertation or thesis. A student may also take the final oral examination. However, students may not pay the filing fee if they are still doing research or if any other use of University facilities or faculty time is anticipated. Additional restrictions while on filing fee status include the following:

1. Loss of eligibility for University administered financial assistance.
2. Loss of student services such as health services, including health insurance (GSHIP). Students may, however, arrange to self-pay.
3. Loss of student housing or library privileges. Students are encouraged to contact the Housing Office and Library for more information.
4. Loss of eligibility status for UCI academic or student appointments.
5. Loss of eligibility in most cases for deferment of student loan repayment obligations. It is the responsibility of the student to contact their loan agency to verify their loan status before applying for filing fee status.

If, after paying the filing fee, the student should find it necessary to use the educational facilities of the University in any way other than those described in this section, the student must register and pay all applicable fees under full-time status.