



Filing Fee Petition

STUDENT

Please complete and submit this petition to your program. Prior to submitting this petition, make sure you have completed **all** degree requirements, except for the official submission of a thesis/ 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 Dean, the Filing Fee charge will appear on your Student Account. 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 Middle Student ID Number
 Address: _____

 Street City State Zip Phone #
 E-mail Address: _____ Program: _____
 Degree Objective: ☐ MA ☐ MS ☐ MM ☐ PhD Petition to pay Filing Fee in lieu of registration for: ☐ Fall ☐ 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 UCM 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 UCM.

Student Signature: _____

Date: _____

PROGRAM

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. After completing this section, return the form to the student.

- ☐ 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 the Graduate Division.

- ☐ Approved
☐ Not Approved

SEVIS/Visa Coordinator (print and sign)

Date

GRADUATE DIVISION USE ONLY

Please return to Graduate Division Staff once all signatures have been received and all boxes checked off.

Last Semester student received any funding support at UCM: ☐ Fall ☐ Spring ☐ Summer Year: _____

Graduation Application filed with Registrar's Office for: ☐ Fall ☐ Spring Year: _____

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

Advancement to Candidacy: _____

Number of units completed: _____

GPA: _____

Processed by: _____

Date: _____

- ☐ Approved
☐ Not Approved

Graduate Division Dean Signature

Date

Registrar's Office Use Only:

Effective Date: _____

Date fees were paid: _____

Processed Date: _____

By: _____