

**APPLICATION FOR FILING FEE  
FOR THE MASTER'S DEGREE**

Due Dates: Fall = September 15; Winter = December 15; Spring = March 15; Summer = June 15

A student who has completed all degree requirements, except for filing the thesis/field report/project or taking exams, **and is advanced to candidacy for the degree** may use filing fee status in their final quarter instead of paying full registration fees. When a thesis plan student is on filing fee status, it is expected that a draft of the thesis has been read and approved by the thesis committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required.

A candidate on filing fee status cannot be employed with any student employment title (such as GSR, TA or Associate-In). Since students on filing fee status do not enroll in coursework or pay registration fees, they are not entitled to University student privileges or use of University facilities except for the Library.

**Only one quarter of filing fee status will be approved.** Students who fail to complete their programs during the quarter on filing fee status must enroll and pay full fees the following quarter.

Students on filing fee status may purchase Health Insurance through the Student Health Center.

After the application for filing fee status is approved, tuition and fees are adjusted to reflect the correct payment amount (approximately \$150). Students on filing fee status do not pay full tuition and fees, nor do they enroll in coursework.

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: ( ) Email: \_\_\_\_\_

Major: \_\_\_\_\_ Quarter of Filing Fee: \_\_\_\_\_

Requirements remaining to be completed on filing fee status:

_____ File master's thesis	_____ File field/internship report
_____ Take comprehensive exams	_____ Take language exam
_____ File master's project	_____ File Analytical Report

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

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**REQUIRED SIGNATURES**

Thesis Chair (if applicable): \_\_\_\_\_  
Date

Graduate Advisor: \_\_\_\_\_  
Date

Graduate Dean: \_\_\_\_\_  
Date

### **Registration/Filing Fee Status**

During the quarter in which you graduate you must be either registered or on filing fee status. The Summer Session may be an exception--see below. Filing Fee applications are available at <http://www.graduate.ucr.edu/ESforms.html>. Students on Filing Fee do not enroll in coursework and pay one-half of the University Registration Fee. After the Filing Fee application is approved, tuition and fees are adjusted to reflect the correct payment amount (approximately \$150). Since students on Filing Fee do not enroll in course work or pay registration fees, service as a TA, GSR or any other student employment title is prohibited. Eligibility for any student privileges or the use of University facilities (except for the Library) is also restricted. **When a student is on Filing Fee status it is expected that a full draft of the thesis/project has been read and approved by the committee, that only minor revisions need to be made, and that no more than twelve hours of faculty time will be required.**

### **Summer Session**

To file during the summer months free of charge, you must have been registered every quarter of the previous academic year. If you were not, i.e., were on leave or withdrawn for one or more quarters, you can either use Filing Fee. If you have already used Filing Fee you will be required to register for 2 units in Summer Session.

### **Master's Candidates**

An *Application for Advancement to Candidacy* must be filed with or before the filing fee petition. For thesis candidates, instructions for the format of the thesis will be sent once the *Application for Advancement to Candidacy* is filed. These instructions are also available at <http://www.graduate.ucr.edu/Dissertation.html>. Once the Graduate Academic Affairs Office has reviewed a rough draft of the thesis, an *Acceptance and Deposit Form* will be provided to complete and return with the two final approved copies of the master's thesis. If the department requires a final defense, verification must be received from the department that this exam has been passed or has been waived before the thesis can be filed.

### **Ph.D. Candidates**

Notice of graduation intent does not need to be filed before the completion of your dissertation. Once a rough draft of your dissertation has been reviewed, we will know that you are ready to graduate. When the rough draft is reviewed, we will give you instructions regarding the forms necessary to file with the two final copies of your dissertation—*ProQuest Agreement Form*, *Acceptance and Deposit Form*, *Survey of Earned Doctorates*, and *Report of Final Examination (Report on Final Defense of the Dissertation)*.

### **Commencement Ceremony**

The Commencement Ceremony is held once a year at the end of Spring quarter. In March, the Office of Event Management will send out notification to all eligible students. Check <http://www.commencement.ucr.edu> for updated information.

### **Diplomas**

Diplomas are not available for at least 16 weeks after the last day of the quarter in which you graduate. For example, if you file in October but have a December 10th graduation date, your diploma will not be available at the Registrar's Office until at least March 10th. The Registrar's Office will notify you by mail once the diploma is available. If you would like it mailed to you, please contact the Registrar's Office and give them postage for mailing and an address where you may be reached. Make sure to always update your address on GROWL if you move.

### **Certificate of Completion**

Once you have completed all requirements for the degree a certificate of completion may be provided for thesis master's and all PhD students.