UCSF Graduate Division

Filing Fee Application Instructions

Filing Fee (FF) is an *optional* method of registration for the quarter in which a student plans to graduate. Filing fee is a **one-time-only** option. Students must return to normal, registered status for subsequent quarters (terms) if degree requirements are not completed by the end of the quarter they are on filing fee status.

Eligibility for Filing Fee Status

- All requirements for the degree – *except* 1) filing the thesis, manuscript, or dissertation or 2) taking the comprehensive examination – must be completed before you go on filing fee status.
- Your **expected graduation term in your student portal must reflect the filing fee term**.
- You must have completed a first draft of your thesis or dissertation, and you must have confirmed with *all* committee members that additional research is not necessary. Except for minor revisions, you must be ready to proceed with production of the final publication.
- You must not have more than one incomplete grade.
- If you are a PhD student, you must have been registered for at least *three quarters after advancement to candidacy*. If you are an MS or MA student, you must have been registered *in the previous academic term prior to applying for filing fee status.*
- You must have completed all coursework for the degree, **meaning you cannot be registered during the FF term**.
- You may not apply for filing fee status and advance to candidacy in the same quarter.
- Students returning from a leave of absence are **not** eligible for filing fee and must register for the quarter (term) of readmission.

Effects of Filing Fee Status

- While on filing fee status, you will not be eligible to use UCSF facilities, e.g. Student Mental Health and Wellbeing or Fitness and Recreation Centers.
- **You may not enroll in coursework or file a study list**, though you *may* take the comprehensive examination during this period.
- Faculty will not be required to give you their time, other than to read your dissertation, manuscript, or thesis.
- You will not be eligible to receive financial aid. Contact Student Financial Services at finaid@ucsf.edu for further details.

You may continue coverage in the UC Student Health Insurance Plan only by enrolling in the "voluntary plan" within the first 30 days of the quarter. For more information, contact Student Mental Health and Wellbeing at smhw@ucsf.edu or enroll via the Voluntary UC SHIP Rate Sheet - Graduate Programs online form.

Cost

The cost of the filing fee is $192. Your department or program may agree to cover this charge. Once the Graduate Division Dean's Office processes your application, your program administrator will be able to process payment. If you must pay the filing fee yourself, make your payment through the student portal.

- over -

Approval

You must obtain the signature of your graduate adviser (and of the committee chair if submitting a dissertation/thesis). Once the Graduate Division Dean's Office has approved your application, you will be notified via email. If you do not complete your dissertation/thesis or take your comprehensive examination within the quarter that you are on filing fee status, you must register for subsequent quarter(s) until you complete all requirements for the degree.

Deadline

The filing fee application must be received by the deadline as published by the Office of the Registrar for the quarter in which you will be on filing fee status. This deadline can be found on the initial login screen of the student portal under "Important Information for Registration."

Submission

Signed forms should be sent to: graduate.division@ucsf.edu.

UCSF Graduate Division

Filing Fee Application for MA, MS

DO NOT USE MAC PREVIEW MODE to fill out these forms. **You MUST use Adobe Acrobat** in order for us to view. Get the latest version of [Adobe Acrobat Reader]

Please print legibly or type.

Last name: _____   UC ID: 02_____

First name: _____   UCSF email: _____

Graduate program: _____

Last registered term: _____ (e.g. fall 2024)

During the _____ (spring, fall, etc.) quarter 20 ___ , I plan to (select one only):

☐ Take the master's comprehensive examination

☐ File the master's thesis

I understand that the filing fee is paid in lieu of regular registration fees. I understand that I may be on filing fee status only one time, at the beginning of the quarter which I will submit my thesis or take my comprehensive examination. If I do not submit my thesis or take the comprehensive exam by the end of the quarter during which I am on filing fee, I will return to status of a registered student, and I will be required to pay full fees. _____ (student initials).

I further understand that, because I am <u>not registered during the quarter I am on filing fee status</u>, I am not eligible to use University facilities – including Student Mental Health and Wellbeing – or to take any coursework. (See the filing fee application instructions for information regarding enrollment in the voluntary health plan.) _____ (student initials).

Adviser Certification/Approval

It is hereby certified that, as of the first day of the quarter, the student has fulfilled all formal requirements for the degree, except filing the thesis or completing the comprehensive examination. Further, the student has no more than one incomplete grade, and is expected to complete all requirements in time to earn the degree by the end of the quarter.

Adviser signature: _____   date: _____
(required for MS Comp Exam only)

Chair, thesis committee: _____   date: _____
(required for MS Plan I only)

Graduate Division Dean's Office Approval

Graduate Division: _____   date: _____

*Complete this form **electronically** and then email to **graduate.division@ucsf.edu***