

DIVISION OF THE SOCIAL SCIENCES
APPLICATION FOR PRO FORMA REGISTRATION

TO BE COMPLETED BY STUDENT

Date of Application

NAME _____

UC ID No. _____

DEPARTMENT _____

Mailing address for decision ↑

Mailing address during absence ↑

New request for Pro Forma _____

Renewal request for Pro Forma _____

Note that for Renewals, statement from student must be attached

Quarters for which Pro Forma registration is requested: _____ 20____
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Do you wish to keep your insurance? _____

Yes

No

Describe concretely the research objective for which Pro Forma status is requested:

TO BE COMPLETED BY THE DEPARTMENT

Number of quarters completed in the program: _____

Date of admission to candidacy: _____

The project described above is appropriate to this student at this stage of work toward the PhD and is essential to the completion of the degree requirements.

Approval recommended by _____
Department Chair Date

TO BE COMPLETED BY THE DIVISIONAL DEAN OF STUDENTS

New application approved _____

New application denied _____

Renewal application approved _____

Renewal application denied _____

Dean of Students

Date

Rev. August 1997

PRO FORMA REGISTRATION REGULATIONS

Pro Forma registration is a limited privilege designed to provide full time student status to student who must be away from the University, usually abroad, during the period of preparatory field research and data collection which the dissertation will require. Mere residence away from the University and the research activity/write-up which continues throughout the dissertation stage, does not qualify a student for Pro Forma status. (There is a two-year maximum cap on Pro Forma registration. The only exception is one additional year to accommodate full-year overseas language training programs.)

Pro Forma applications must be approved by the Dean of Students.

Pro Forma applications must bear the endorsement of the Department Chair whose signature means that the student's research project away from Chicago is essential to his or her dissertation and has been approved by the Department. Normally, applicants for Pro Forma status will have been admitted to candidacy.

Pro Forma registration is approved for up to one year. A request for renewal of Pro Forma status **must be accompanied by a statement which informs the Department and the Dean of what has been accomplished to date and explains why an extension is needed to carry out the research objective as originally defined.**

Students holding Pro Forma status may not be gainfully employed more than fifteen hours a week.

A copy of the approved application is filed with the Registrar through the Quarterly registration process. The Registrar is thus prepared to certify that the student is duly registered full time to any agency that requires such certification.