



APPLICATION FOR *PRO FORMA* REGISTRATION

TO BE COMPLETED BY STUDENT

Name _____ Dept _____ UCID _____
(Last) (First)

Address during absence:

(Street) (Apt) (City) (Postal Code) (Country)

New Request for *Pro Forma*

Renewal Request for *Pro Forma**

* Renewal statement from student must be attached.

Quarters for which *Pro Forma* registration is requested: Sum 20 _____ Aut 20 _____ Win 20 _____ Spr 20 _____

Research site: _____

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

Your signature indicates that you have read the Residence System *Pro Forma* regulations and the health insurance information printed on the reverse.

Student Signature Date CNet Email Address (to be used during absence)

TO BE COMPLETED BY DEPARTMENT

Current Residence Status: _____

Number of Qtrs Completed in Program: _____

Date of Admission to Candidacy: _____

The project described above is appropriate to this student at this stage of work toward the Ph.D. and is essential to the completion of the dissertation.

Approval recommended by

Dept. Chair Date

TO BE COMPLETED BY DEAN OF STUDENTS

New application: Approved* _____ Denied _____

Renewal application: Approved* _____ Denied _____

Special conditions attached to approval:

**Pro Forma* registration is approved only for the specific time period, site, and objective stated above. If plans change, you must inform the Dean of Students as you may not be eligible for *Pro Forma* status.

Dean of Students Date

PRO FORMA REGISTRATION

Pro Forma registration is a limited privilege designed to provide full-time status to doctoral students who must move away from the Chicago area, usually abroad but otherwise at a substantial distance, in order to conduct the preparatory field research, archival research, or data collection which their dissertations will require. Students who are engaged in formal programs of intensive language instruction abroad, as needed for completing their doctoral programs, are also eligible to apply for *Pro Forma* status. Note, however, that the choice to reside at a substantial distance from the University does not, in and of itself, qualify a student for *Pro Forma* status; neither does engagement in the research activity which continues throughout the dissertation stage qualify a student for *Pro Forma* status. All students other than those for whom the preparatory dissertation research requires a substantial geographic relocation are required to register in either Scholastic Residence or Advanced Residence, in accordance with the number of years of doctoral study completed.

Applications for *Pro Forma* registration must be recommended by the chair of the student’s academic department and approved by the Dean of Students of the student’s school or division. Normally, applicants for *Pro Forma* status will have been admitted to candidacy for the Ph.D. *Pro Forma* registration can be approved for up to one year; applications for renewal of *Pro Forma* status must be accompanied by a statement explaining why an extension is needed to carry out the research objective as originally defined. No student may be registered in *Pro Forma* status for more than the number of quarters of registration that are standard over two calendar years for the student’s department (six or eight quarters).

Students in *Pro Forma* status are entitled to access to e-mail and the University’s electronic network (including online library resources), to student loan programs and deferment of past loans (if they are otherwise eligible to participate in such programs), and to student health insurance. Access to student housing is not available to *Pro Forma* registrants, by virtue of their absence from the University.

REGISTRATION / FINANCIAL AID:

You will need to make arrangements with your department to register you each quarter during your absence.

Will you have a non-University fellowship while you are away from the University? Yes No

 If YES, will this fellowship cover your UC Pro Forma tuition? Yes No

 Name of Fellowship _____ Amount _____

Will you receive a stipend from your UC fellowship while in Pro Forma? Yes No

 If YES, you will need to leave either a **self-addressed envelope** or a **deposit slip** with the Dean of Students Office.

RESTRICTIONS:

You are required to keep your student account current and free of restrictions while you are away from campus. Before you leave, be sure you have no outstanding debts and/or restrictions on your account from the Bursar, Registrar, Library, Student Loan Administration, Housing, or Immunization Office. Dealing with restrictions from abroad can be very frustrating and expensive.

If anything else needs to be taken care of, please do not wait until the day of your departure to address any problems. Leave clearly written instructions with your department.

LIBRARY:

Have you returned all your books to the library? Yes No

ADDRESS AND EMAIL INFORMATION

Address: Students are responsible for keeping their address and e-mail information up-to-date through the student portal (<http://my.uchicago.edu>). Failure to maintain this information may cause delays in receiving your bill, and you will be held responsible for any late payment fees that are assessed due to incorrect address information.

Email: Your University of Chicago CNetID email address (CNetID@uchicago.edu) is used as an official channel of communication. If you are not using this as your primary email address, you must forward the mail from your University account to your current email address. You are responsible for keeping your mail forwarding address up-to-date (e.g., making sure your University email forwards to an existing email account, and making sure that you check email in that account regularly).

STUDENT HEALTH INSURANCE

For students beginning *Pro Forma* in Autumn Quarter: Please note that your insurance election will not carry over automatically from last year. Each year, all students, including those registered in *Pro Forma*, are required to select a health insurance plan or to file a waiver on the basis of comparable coverage from another source. For more information or to make an insurance selection, visit <http://studenthealth.uchicago.edu>. Unless you make a U-SHIP coverage selection or waive U-SHIP enrollment during the enrollment period, you will be automatically enrolled in the U-SHIP Basic plan and the Office of the Bursar will bill you accordingly. The enrollment period ends at 5:00pm on Friday of the fourth week of autumn quarter.

Are you planning to take the University's health insurance?

Yes No

If **YES**, make sure you have selected the appropriate student health insurance plan. If you take no action, you will be enrolled by default in the Basic insurance plan for the year and charged accordingly.

If **NO**, you must go to the student insurance open enrollment website at <http://studenthealth.uchicago.edu> to file a waiver on the basis of comparable coverage from another source. If you take no action, you will be enrolled by default in the Basic insurance plan for the year and charged accordingly.

For students beginning *Pro Forma* any other quarter: If you want to change your annual insurance decision, you must request this change by filing a petition form with the on-campus U-SHIP administrative office (located in the Administration Building, Room 231, telephone 773-834-4543, fax 773-834-4544). You will be informed of the decision. If you take no action, your annual insurance decision will remain in effect, and you will be charged accordingly.