

PRO FORMA REGISTRATION APPLICATION (PhD Students)

Pro Forma status is a limited privilege designed to provide full-time status to doctoral students who must move a substantial distance away from the Chicago area in order to (1) conduct dissertation research, archival research, or data collection for their dissertations or (2) engage in formal programs of intensive language training instruction abroad, as needed for completing their doctoral programs. A student's choice to reside at a substantial distance from the University does not, in and of itself, qualify a student for Pro Forma status.

Applications for Pro Forma status must be recommended by the student's advisor and approved by the Dean of Students. Normally applicants for Pro Forma status already will have been admitted to candidacy for the PhD. Pro Forma status can be approved for up to one academic year at a time. Applications for the renewal of Pro Forma status must be accompanied by a statement explaining why an extension is needed to carry out the objective as originally defined. In general, students may not be registered in Pro Forma status for more than a total of two academic years.

Procedures:

1. Print and complete this form, inclusive of the advisor's recommendation.
2. Submit the completed form and any ancillary documentation to the Dean of Students (Swift 104) no later than the end of the first week of the first quarter of Pro Forma registration.

Name: _____ UCID#: _____

Mailing Address (while Pro Forma): _____

Email: _____

I am applying for Pro Forma registration from _____ Qtr 20____ to _____ Qtr 20____.

Rationale: _____

I understand and accept the conditions of Pro Forma status, and I agree to inform the Dean of Students of any changes in the information on this form (duration, mailing address, etc.).

Signature: _____ Date: _____

Advisor's signature: _____ Date: _____

☐ Recommended

☐ Not Recommended

DOS signature: _____ Date: _____

☐ Approved

☐ Not Approved