

Filing Fee Application

The Filing Fee is a reduced fee for graduate students who are advanced to candidacy and who have completed all requirements for the degree except for filing the master's thesis or doctoral dissertation, taking the final comprehensive examination for the master's degree or the Final Examination for the doctorate, and securing the required signatures on the title page. The Filing Fee is **not** a form of, nor equivalent to, registration. To use the Filing Fee in fall, you must have been registered in the previous spring or summer (**3 units minimum in summer**). To use the Filing Fee in spring, you must have been registered in the previous fall.

Complete the information requested below and obtain the required signatures. Submit this form to Graduate Services: Degrees, 318 Sproul Hall #5900, University of California, Berkeley; Berkeley, CA 94720-5900, *by the end of the first week of classes for the semester in which you intend to file for your degree*. Please see the Filing and Form Submission Deadlines page (http://www.grad.berkeley.edu/policies/degree_filing_deadlines.shtml) for specific deadline dates. If approved, the filing fee amount will be charged to your CARS bill.

Further information regarding the Filing Fee can be found on page 2 of this document.

Student's name: _____ S.I.D. #: _____
(Last, first, middle)

Address: _____
(Number, street, city, zip code)

Email address: _____ Last registered: _____
(Term and year)

Major: _____ Degree: _____

I understand that by using the Filing Fee, I acknowledge that:

- I am not a registered student and, thus, am not entitled to use any University services supported by registration fees.
- I cannot hold a GSI, AI-GS, or GSR position while on Filing Fee.
- I will be billed for the Filing Fee (one-half of the current Registration Fee amount) on my CARS bill.
- I must update my address in Bear Facts (<http://bearfacts.berkeley.edu/>).
- I might not be eligible to purchase SHIP (Student Health Insurance Plan).

Student's signature: _____ Date: _____

I certify that the student has met the requirements to be eligible for the use of the Filing Fee and endorse this application.

Head Graduate Adviser's signature: _____ Date: _____

Required of all F-1 or J-1 Visa Holders

International Student Adviser's signature: _____ Date: _____
(at International House)

FOR GRADUATE SERVICES: DEGREES USE ONLY

Filing Fee: Approved Denied By: _____ Date: _____

Regulations Regarding Use of the Filing Fee

Filing Fee status will not be reinstated or transferred because the dissertation or thesis was not filed or the examination not taken or not passed. The Filing Fee is valid for the length of the semester for which Filing Fee status has been approved, up to the deadline for filing for a degree in that semester.

The Filing Fee may be used **only once**. An exception is allowed until spring semester 2010 for students currently in graduate programs who have used the Filing Fee for a master's degree in spring semester 2002, or a prior semester, and who wish to be on filing fee for the doctoral degree.

Please note that a student may not concurrently hold a GSI, AI-GS, GSR, or any other appointment for which registered status is a requirement and be on Filing Fee. For more information on the Filing Fee, please consult the current Guide to Graduate Policy (<http://www.grad.berkeley.edu/policies/guide.shtml>), or contact Graduate Services: Degrees at (510) 642-7330 or degrees@berkeley.edu.

Health Insurance

Students may be eligible to purchase the Student Health Insurance Plan (SHIP) for the semester they are on filing fee. Please see the University Health Services website (<http://uhs.berkeley.edu/students/insurance/FilingFee.shtml>) for types of coverage, costs, enrollment procedures, and the application.

Library Privileges

Students on Filing Fee status may, through an application and payment of a small fee, have their library privileges extended for up to six months. The procedure for extending library privileges while on Filing Fee status may be found on the Library website (http://lib.berkeley.edu/services/for_users/unregistered_ucb.html).