

THE UNIVERSITY OF CHICAGO  
 DIVISION OF THE  
 SOCIAL SCIENCES



Office of the Dean of Students  
 1130 East 59<sup>th</sup> Street  
 Chicago, IL 60637  
 773-702-8414

## APPLICATION FOR *PRO FORMA* REGISTRATION

### TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_ UCID \_\_\_\_\_  
(Last) (First) (Middle)

Dept. \_\_\_\_\_ UC Faculty Advisor \_\_\_\_\_

\_\_\_\_ New Request for *Pro Forma*  
 \_\_\_\_ Renewal Request for *Pro Forma* (a renewal statement is required)

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

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Research site: \_\_\_\_\_

Give the name of other university, if any, where you will be registered: \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

Address _____ for (Street) (Apt.)	Address _____ During (Street) (Apt.)
Decision _____ (City) (State) (Zip)	Absence _____ (City) (State) (Zip)
(Country)	(Country)

Your signature indicates that you have read the Residence System *Pro Forma* regulations, the health insurance information, and University CNet information printed on the final page of this application.

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

### TO BE COMPLETED BY DEPARTMENT

Number of Qtrs. Completed in Program: \_\_\_\_\_

Date of Admission to Candidacy: \_\_\_\_\_

The project described above, whether dissertation research or language acquisition is appropriate to this student at this stage of work toward the Ph.D. and is essential to the completion of the program.

Approval recommended by \_\_\_\_\_  
 \_\_\_\_\_  
 Dept. Chair Date

### TO BE COMPLETED BY DEAN OF STUDENTS

New application approved\* \_\_\_\_\_ denied \_\_\_\_\_

Renewal application approved\* \_\_\_\_\_ denied \_\_\_\_\_

\**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

**FUNDING DURING *PRO FORMA* PERIOD:**

Will you hold an outside fellowship, grant, or other external funding, during your absence?      Yes      No

If so: \_\_\_\_\_  
(Name of award or funding source) (Amount)

If you will be unfunded, do you wish to use any remaining divisional stipend?      Yes      No

If yes, please explain your reason for this request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many quarters of stipend requested? \_\_\_\_\_

Do you wish to use any remaining divisional insurance?    Yes    No    If yes, for how many quarters? \_\_\_\_\_

Approved:      Not Approved:

\_\_\_\_\_  
Dean of Students      Date

(See Jacqueline Hill in F107 to arrange check disbursement.)

**You are responsible for the *Pro Forma* registration fee.**

**If you will have loans during your absence, be sure to make check mailing arrangements with Student Loan Administration (4th Floor, Bookstore).**

**If you need to defer loans, make those arrangements with the Office of the Registrar.**

## STUDENT HEALTH INSURANCE

For students beginning *Pro Forma* Autumn Quarter:

University Student Health Insurance is selected for the year. You must go to the student insurance open enrollment website <https://registrar.uchicago.edu/health> to select a health insurance plan, or to file a waiver on the basis of comparable coverage from another source. If you take no action, you will be enrolled in the default 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 (Administration Building 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.

## 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 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, to student loan programs and deferment of past loans (if they are otherwise eligible to participate in such programs), and to student health insurance. Library privileges and access to student housing are not available to *Pro Forma* registrants, by virtue of their absence from the University.

\*The Office of the Dean of Students uses your University of Chicago CnetID email address ([CnetID@uchicago.edu](mailto:CnetID@uchicago.edu)) 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). If you have never claimed your University of Chicago email account (you do not have an email account assigned to you), or if you have never claimed your CnetID, you may go to <http://cnet.uchicago.edu>. Choose "Account Services for Current Faculty, Students, and Staff" and select "Create Accounts." If you are not sure whether you have claimed your CnetID, you can go to <http://whoami.uchicago.edu> to determine whether or not you have a CnetID.