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Graduate Division
grad@uci.edu

INTERNSHIP IN-ABSENTIA REGISTRATION FOR CLINICAL PSYCHOLOGY INTERNATIONAL STUDENTS

GENERAL INSTRUCTIONS FOR IN-ABSENTIA REGISTRATION

NOTE: Much of the text below is adapted from UCI's *Graduate Policies & Procedures Handbook*, available at:
<https://grad.uci.edu/current-students/academic-policies/>

In-Absentia Registration:

In absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs **outside the designated local campus region. UCI's local campus region consists of the following:** Orange, Los Angeles, Riverside, San Diego, or San Bernardino County. Exceptions for in absentia requests within the local campus regions must include a strong justification to be considered. Students registered in absentia are only assessed 15% of the combined University Educational and Registration Fees; full health insurance fees; and the Associated Graduate Students (AGS) fee. If applicable, students are also assessed non-resident tuition and/or professional school fees.

All applications are due by the fee payment deadline, the absolute deadline for *in absentia* registration is the Friday of the third week of classes and will be granted only by an approved exception.

Please contact the Graduate Division with any questions: 949-824-4611. Law and Medical (M.D.) students should contact the School of Law or the Medical School.

Eligibility Criteria:

The student must be enrolled full-time in regular UC units.

Research or coursework

- Must be of a nature that makes it necessary to be completed outside of Southern California for at least one full academic term.
- Must be directly related to the student's degree program as evidenced by faculty approval.
- Must involve only one indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the *in-absentia* period.
- Must involve no significant studying or in-person collaboration with UC faculty during the *in-absentia* period.

Doctoral students

- Must advance to candidacy by the time *in absentia* begins.
- May only use *in absentia* registration for a maximum of six quarters.

All students may receive University fellowships and GSR appointments, but may not hold TA, Reader or Tutor appointments during the *in-absentia* period.

The procedures for enrolling are the same as for regular students who are in-residence on campus. If *In-absentia* registration is approved by the academic department and the Graduate Dean, the Graduate Division will contact the Registrar to re-assess fees at the *in-absentia* rate. It is the student's responsibility to ensure fee payment by the deadline established by the Registrar and published in the quarterly Schedule of Classes.

Clinical Psychology Internship

Graduate students in the Clinical Psychology area, which is a concentration of the Psychological Science doctoral program, may request an Internship In-Absentia status for one academic year (3 quarters) while they are fulfilling the mandatory one-year clinical internship. Written approvals are required from the Director or Associate Director of Clinical Training for the Psychological Sciences doctoral program, Associate Dean for the School of Social Ecology, and the Graduate Dean. The *Clinical Psychology Internship In-Absentia* form must be submitted to the Graduate Division prior to the beginning of the quarter for which approval is sought. Only International students in the Clinical Psychology concentration are eligible to apply for this type of In-Absentia.

a. Purpose

An internship in-absentia is intended to cover international students in the Clinical Psychology concentration while they are conducting their mandatory clinical internship.

b. Eligibility Guidelines

Students must be in an internship approved by the Association of Psychology Postdoctoral and Internship Centers (APPIC) while on an internship in-absentia; non-APPIC internships may be approved with an exception from the Director of Clinical Training.

c. Limitations to Internship In-Absentia

The internship in-absentia policy does NOT apply when a student is away from the University of California for the reasons listed under a traditional in-absentia.

d. Procedures for Requesting an Internship In-Absentia

A request for an internship in-absentia requires submission of a Graduate Division *Clinical Psychology Internship In-Absentia* form. The form must be submitted to Graduate Division prior to the registration deadline for the quarter the internships will start. A request for internship in-absentia submitted after the end of the third week of classes will be granted by exception only.

e. Other Policies Relevant to an internship in-absentia

1) Additional Quarters of Internship In-Absentia: Only by exception will Graduate Division allow a student a fourth quarter of internship In-Absentia. An exception must be submitted to Graduate Division at least three weeks before the fourth quarter of internship in-absentia is set to begin

2) Filing Fee: Students are eligible to apply for Filing Fee status immediately following an internship in-absentia. If a student still needs to complete other degree requirements, they must register and pay fees when they return from an internship in-absentia.

3) Housing: Students within their housing guarantee may be able to remain in student housing while on internship in-absentia. Students living on campus who will be applying for an internship in-absentia should check directly with their housing office for more information.

4) International Students: In accordance with visa restrictions, a student who is not a permanent resident or citizen of the U.S. is not permitted to take an internship LOA. International students, instead, will apply for in-absentia status. Graduate Division will grant exceptions when a student's internship is within UCI's local campus region or will take place at another UC campus.

5) Time to Degree: Internship In-Absentia quarters will count towards a student's time to degree.