



YALE UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES
Registration in Absentia Request Form

To be completed by the student (please save before printing):

Ph.D. students whose program of study requires full-time dissertation research, full-time field work, or full-time study at another academic institution outside the New Haven area may request to be registered in absentia. Forms for requesting registration should be filed with your DGS at least one month before the beginning of the term in which you expect to be away from New Haven.

Name: _____ **SID:** _____
Last First 9 digits, starts with 9, see ID

Department: _____ **Student Email:** _____

Year of Study (current): _____ **Date Admitted to Candidacy:** _____

Absentia Address: _____
(Absentia Study Location) Street City State Zip Code Country

Absentia Phone(s): _____
Include cell phone number if applicable; include international dialing codes

Adviser Name: _____

Adviser Phone: _____ **Adviser Email:** _____

Absentia requested for: Fall 20____ Spring 20____ Effective Dates: _____ to _____

Place of Study: _____

Reason for Study in Absentia: _____

I have registered my emergency contact information and travel location through the Office of the University Secretary at <http://world.yale.edu/travelform>

Student Signature: _____ **Date:** _____

To be completed by the Director(s) of Graduate Studies:

Student has been admitted to candidacy: Yes No

I affirm that this student has an appropriate agenda for dissertation research and writing during proposed period of registration in absentia. A student who has not completed the three-year residence requirement will be permitted to register in absentia for compelling academic reasons only, and normally only if the student has completed all other pre-dissertation requirements.

Signature (1st program): _____ **Date:** _____

Signature (2nd program): _____ **Date:** _____

Medical insurance information

1. Register your travel at <https://world-toolkit.yale.edu/yale-travel-registry-instructions>
2. Yale University has partnered with International SOS (ISOS) for global travel assistance. ISOS provides international and domestic emergency medical, security and travel assistance services anywhere in the world.
 - Coverage applies to business and personal travel 100 miles or more away from your permanent residence.
 - Multilingual assistance is available 24/7/365.

While traveling, your [ISOS ID card](#) is your key to travel security. To contact ISOS, call the in-country numbers listed on the ID card or the dedicated Yale ISOS phone number (215) 942-8478. You may ask the operator to reverse the charges.

Travelers on Yale related business (including students traveling on study abroad programs or student organization travel) now have coverage for up to \$250,000 in out-of-country medical expenses for treatment for accidents or sicknesses that occur while traveling. This coverage includes 14 days of personal travel deviation. If a traveler extends his/her trip, either before or after the Yale business component of the trip, e.g., to tour the area or visit another country, this coverage will still apply up to a maximum of 14 days.

International SOS coverage automatically extends to the spouse (including same sex partners eligible for other University benefits) and legal dependents of University students and current employees whether they are traveling together or separately.

Note: You must return to Yale or your permanent residence within a 365 day period or you will be considered an ex-patriot by the insurer and thus be ineligible for travel insurance.

Note: This coverage does not apply to travel for 100% pleasure purposes (vacation, family business, etc), but evacuation and assistance services are still covered.

Note: This coverage does not apply to treatment rendered in the United States.

Please contact the [Office of Risk Management](#) if you have questions about Out-of-Country Medical Care coverage.

Full details: <https://ogc.yale.edu/erm/ISOS>