Filing Fee Instruction Sheet

PLEASE NOTE: This form must be submitted by the appropriate deadlines. Please see http://www.eng.uci.edu/grad/services/deadlines for official deadlines and important information regarding those deadlines.

You can only be on filing fee for one quarter during the entirety of your graduate studies at UCI. If you do not finish your degree within that quarter you must pay full fees and register for the next quarter.

Process:
Please check off each item as it is completed.

1) ______ Fill out individual information.

2) ______ Take the form to your Departmental Graduate Coordinator. He/She will obtain the signature from either the Graduate Advisor or the Department Chair.

3) ______ The form is given to the Graduate Student Affairs office (by you or by the department) to be signed by the Associate Dean.

4) ______ If you are an international student: After the form has been approved and signed by the Associate Dean you will receive a notification email from the Graduate Student Affairs Office. You will then need to pick up the form from the Graduate Student Affairs Office and take it to the International Center for a signature. Please note that due to visa regulations, if you go on filing fee, it is imperative that you finish your degree at the end of that quarter. Please consult the International Center for more details.

5) ______ All Students: You will receive an email from the Graduate Student Affairs Office instructing you to pick up the form. You will then take the form to the Cashier’s Office and pay the filing fee. (If you have already paid your fees for the quarter you may skip this step and will be reimbursed at a later date).

6) ______ Lastly, take the form to the Graduate Division for final submission.