Form 19: Off Campus Research Request

Graduate students who plan to work on research, register for 69800 or 69900 thesis credit, and who will be off campus greater than 22 days must submit a Form 19 prior to each session away from campus, with the following exceptions:

- Students who will hold a TA/RA should submit a Change of Duty Station Request in addition to a Form 19 if they will be working off campus greater than 22 days.
- Students who are approved for Research in Absentia do not need to submit a Form 19.

Student Instructions

1. Login to myPurdue using your Purdue BoilerKey passcode. Under the "Academics" tab, select the "Graduate School Plan of Study" link in the "Graduate Students" box.

2. Login to the student portal using your Purdue Career Account credentials.

Enter your Purdue Career Account userid and password.
If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

User ID / Alias   XXXXXXX
User Password   XXXXXXXXXX

Login   Clear

3. Select the "Form 19: Request for off-campus Ph.D. or Master's Research" link at the bottom of the page.

PURDUE UNIVERSITY. | Graduate School Database

Welcome

The pages below provide access to your personal academic information. This system does not have a timeout feature, so it is your responsibility to keep your information secure by clicking the "Logout" button or closing the web browser once you have finished this session.

The Graduate School posts upcoming graduation-related dates and deadlines on the **Graduation Deadlines Calendar** webpage. However, check with your department's **Graduate Contact** to see if an earlier internal student submission deadline has been established for any of the forms below. Early submission deadlines are encouraged to allow sufficient time for departmental review.

EDCI-MSED Audit: Cleared for Fall 2017 Graduation

Students who are cleared for degree in a spring session and who participate in the May commencement exercise may receive their diploma on stage at the ceremony. However, students who participate in the August or December commencement exercises will not receive their diploma on stage because final grades do not post until the week following the ceremony. For more information, see the **Commencement Webpage**.

Plan of Study Generator

Every degree-seeking graduate student must submit a plan of study and obtain all required departmental approvals **prior to the first day of the session of anticipated graduation.** The Graduate School recommends submitting the plan at least a month in advance of the posted deadline to allow sufficient time for department review.

Form 7: Report of Masters Examining Committee (view only)

Doctoral Candidate Exit Questionnaire
Survey of Earned Doctorates (SED)

Doctoral students must complete the Exit Questionnaire and SED prior to depositing their dissertation with the Graduate School.
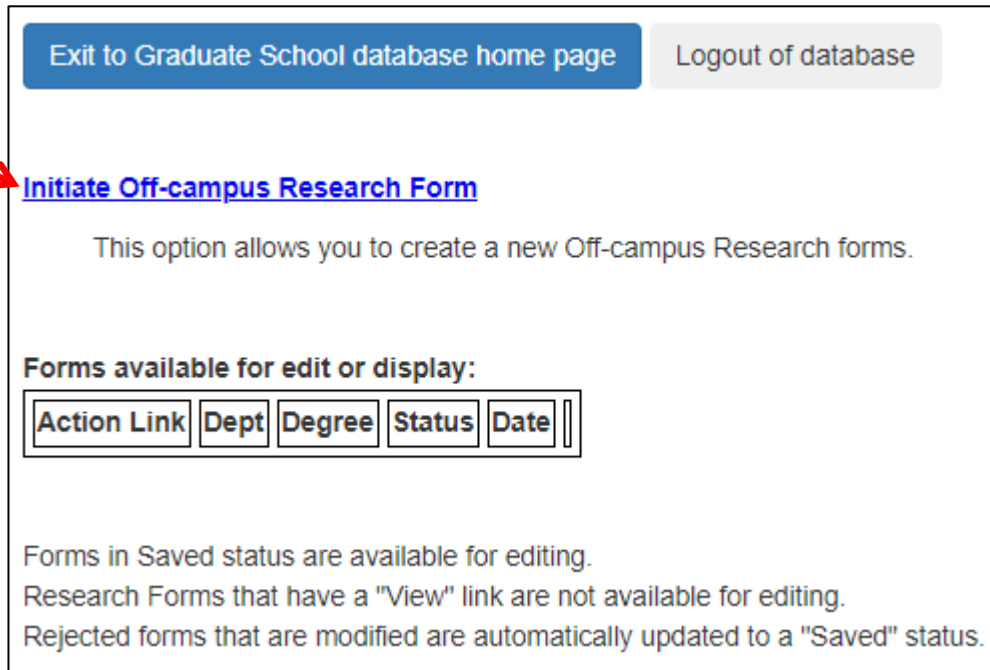
Master's Candidate Exit Questionnaire

Thesis-option students must complete this survey prior to their deposit appointment. All other master's students should complete the survey prior to the last day of classes in the session of graduation.

Form 19: Request for off-campus Ph.D. or Master's Research
Funding Account

4. Click the blue "Initiate Off-campus Research Form" link.

5. Form 19s that have already been created but are awaiting submission will display in the "Forms available for edit or display" table with a blue "Edit" to the left of the form. Saved forms can either be submitted or deleted.

   Forms that are awaiting signature or which have been approved will also appear in this table, but with a "View" link.

6. Complete all fields on the Form 19, and then select the blue "Submit" button at the bottom of the page.

NOTES:

- *Once submitted, the Form 19 will require approvals from your department and the Graduate School.*
- *Form 19s that are rejected at any level will return to "Saved" status for editing/deleting.*
- *As a reminder, the Form 19 is not needed if you have been approved for Research in Absentia or a Change of Duty Station.*