Form 12: Research in Absentia

Doctoral students who have satisfactorily completed all required courses for the Ph.D. degree, have passed the preliminary examination, and who are not on a TA/RA appointment may request to register for 69900 research credits in Absentia status. Students approved for Research in Absentia are required to register for a minimum of three research credits each session while working on the dissertation. Please note:

- Students who will hold a TA/RA should submit a Change of Duty Station Request rather than a Form 12 if they will be working off campus greater than 22 days.
- Thesis-option master’s students or doctoral students who do not meet the requirements for Research in Absentia should submit a G.S. Form 19 instead of a Form 12 to document their off campus research location.

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.

![Login to the student portal](image)

3. Select the “Form 12: Request for Ph.D. Degree Candidate Research in Absentia” link at the bottom of the page.

![Form 12: Request for Ph.D. Degree Candidate Research in Absentia](image)
4. Click the blue “Initiate Research in Absentia” link.

5. Forms 12s 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 12, and then select the blue “Submit” button at the bottom of the page.

NOTES:

- You have to have an approved Ph.D. Plan of Study and have passed the preliminary examination to request Absentia status.
- Once submitted, the Form 12 will require approvals from your department and the Graduate School.
- Form 12s that are rejected at any level will return to “Saved” status for editing/deleting.