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:

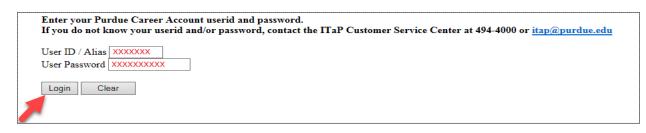
- Students who will hold a TA/RA should submit a Change of Duty Station Request in addition to a Form 19 if they will be working off campus greater than 22 days.
- Students who are approved for <u>Research in Absentia</u> do not need to submit a Form 19.

Student Instructions

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

PURDUE	=		My Sites - 📃 Johnny Student - 🗇 Sign Out			
Action Required ☆ Academics	Academics myPurdue / Academics					
	Student Schedule West at a Clance Detail Sciencial Evening & Prail Exams	Important Student Contact Information Subset Primary Pleas Subset Address while Enrolled Enrogency Controls Page Distance Coll Please for Text Massages	Announcements STUDENTS: How will YOU register for Spring 2020 Pre-engineer relia_cours Request form during assigned Pre- The spelse on the form samind Summe 2019 or Fal 2019.			
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2. Login to the student portal using your Purdue Career Account credentials.



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 <u>Graduation Deadlines Calendar</u> webpage. However, check with your department's <u>Graduate Contact</u> 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						

The Graduate School Last Updated: January 2021 4. Click the blue "Initiate Off-campus Research Form" link.

Exit to Graduate School database home page	Logout of database
Initiate Off-campus Research Form This option allows you to create a new Off-call	mpus Research forms.
Forms available for edit or display:	
Action Link Dept Degree Status Date	
Forms in Saved status are available for editing. Research Forms that have a "View" link are not ava Rejected forms that are modified are automatically	0

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.

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

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session away	plan to 1) work on research, 2) re from campus. Doctoral students er than a G.S. Form 19.	-						
Student In	formation							
Name				PUID		•		
Current Address	Current Address			Off- campus	Off-campu	IS Address		
				Address:				
Degree Title			~	Department			*	
Session:	Term:		Year:			Program	Program Code	
		~			~	Code:		
Give the specif	ic title of your research project or	investigation a	area, and des	scribe briefly the st Description:			nd the nature of the work to	be done while off-campus
	Title				Description	n		
Give the name will be using.:	and the location of the institution	or organizatio	n at which yo	ou will be located, t	the name of a	iny local supervise	or, supervisor contact infor	nation, and list any facilities yo
Institution Name:	Institution Name			Institution Location:	Institution	Location		
Local Supervisor:	Local Supervisor			Facilities:	Facilities]
	cilities will you be using, and how	v will adequate	supervision	be maintained by	vour maior p	rofessor?		
Purdue Facilities:	Purdue Facilities							
What financial Financial	support do you expect to recieve	while off camp	us?	What is the experi	ated completi	ion date of your di	contation/thesis?	
Support:	Financial Support			Completion Date:	Term 2021 V	Year Year	ssertation/mesis?	
Research Course:	Course			Credit:	0]
Submit Ex	it							

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.