



Graduate School of Arts and Sciences
Enrolled Student Office
P.O. Box 400772
Charlottesville, VA 22904-4773
<http://graduate.as.virginia.edu/>
gsasregistrar@virginia.edu

Full-Time Off-Grounds Enrollment

Students in off-grounds status are expected to enroll in full-time, non-topical research and pay full tuition. The comprehensive fee is reduced.

Off-Grounds Enrollment is reserved for students who will be on faculty-approved research travel away from Charlottesville for at least three-quarters of the term or located away from the Charlottesville area, as demonstrated by a permanent residence address in SIS which is located outside of the following counties: Albemarle, Greene, Madison, Orange, Louisa, Fluvanna, Buckingham, Nelson, Augusta and Rockingham. Graduate students approved for the off-Grounds research-only rate are still governed by their school's limits on time to degree.

Access and Restrictions: Off-Grounds research-only students may enroll in the University's student health insurance plan and may access Student Health services. They may also continue to access the University Library's services and resources remotely or in person. They may not access other services provided to students who pay the full comprehensive fee, including athletics events, recreational facilities, University Transit services, or Safe Ride. While on off-Grounds research-only status, graduate students are ineligible for graduate assistantships (GTA or GRA). They may not enroll in any non-research credits while on off-Grounds status.

Submission Deadline: Students may request Off-Grounds Enrollment status by semester or for up to a year at a time. Students must submit a new petition for subsequent terms or years. Students are responsible for obtaining the signature of their graduate director and submitting this form to the GSAS Enrolled Student Office.

Payment: Semester tuition and fees must be paid for enrollment to be finalized. Payment instructions, options, tuition and fee amounts may be found on the Student Financial Services website.

***International Travel:** Students traveling abroad should ensure they are in compliance with the University Policy on Student Travel found on the International Studies Office website.

Student Information

University ID

Last Name First Name Student E-mail

Program Requested Off-Grounds Enrollment Term(s) Fall Year
Limit 1 Academic Year Spring Year

Reason for Off-Grounds Enrollment:

- Faculty-approved research travel away from Charlottesville for at least three-quarters of the term.
- Relocation away from the Charlottesville area, (see description above)

Address while in Off Grounds status (if international, see * above):

I have read, understand, and meet the above Off-Grounds enrollment status information and limitations.

Student Signature Date

Director of Graduate Studies (DGS) Approval:

Reason for Off-Grounds Enrollment:

- Faculty-approved research travel away from Charlottesville for at least three-quarters of the term.
- Relocation away from the Charlottesville area, as demonstrated by a permanent residence located outside of the following counties: Albemarle, Greene, Madison, Orange, Louisa, Fluvanna, Buckingham, Nelson, Augusta and Rockingham.

DGS Name (Print) _____ Date _____
DGS Signature