

Policy:

Students whose only remaining academic requirements can be completed off campus may complete in absentia. In absentia status students will cease to receive stipend and award payments and any other on campus benefits.

For more information, please check the [Program Guide](#) on the Registrar's website.

Instructions:

Complete section **A** and sign the form via DocuSign for further processing.

Section A: Student information

Student Name _____ KAUST ID _____

Program _____ (e.g. AMCS) Degree/_____ (e.g. M.Sc./Ph.D.) Semester _____ Year _____

Exit date from KAUST as discussed with my academic advisor _____ (DD-MMM-YYYY)

I understand that I will make a final exit from KAUST and that any request to return to KAUST for full time study to complete my studies will not be granted. I understand also that any request to pursue an additional degree at KAUST will require a new application.

Student's signature _____ Date _____ (DD-MMM-YYYY)

Section B: To be completed by the academic advisor

Reason for completing in-absentia

How will the student's work be supervised and evaluated during this time?

All degree requirements (which may include successfully completing any thesis/dissertation defense and submitting the library receipt of any such thesis/dissertation to the Registrar's Office) will be completed by _____ (DD-MMM-YYYY)

Section C: Official use

	Signature	Date
Academic Advisor _____	_____	_____
Graduate Program Coordinator _____	_____	_____
Dean (or designee) _____	_____	_____