DOWNLOAD FORM

You must print, complete, and sign one (1) form: Registering In Absentia.

SUBMIT FORM

Submit the completed and signed form to the College of Liberal Arts Student Division by one of the following:

E-mail: gabemlopez@austin.utexas.edu

Fax: 512.471.5393 (attn: Gabe Lopez)

Mail: The University of Texas at Austin
      College of Liberal Arts Student Division
      116 Inner Campus Drive, G6100
      Gebauer (GEB) Building, Room 2.200
      Austin, Texas 78712-0581

DO NOT submit any forms to offices other than the College of Liberal Arts Student Division. This will only delay processing!

Your completed form must be received by 5pm on Wednesday December 6, 2017 to be eligible for Fall 2017 graduation.
Registration Registering in **absentia** for **undergraduate** students

Last name  first name  middle initial  your **eid**

I will graduate in   □ fall □ spr □ sum of the year □

**email** address  **college** or school

**your signature**

**Dean’s office staff.**

Turn this form in to Registration before the academic-drop deadline in the academic calendar so it can apply to the current semester. **Don’t be late.** Clear the student’s registration bars before sending us the form, or we’ll **send it back to you.**

**dean approval**  **date**

**Registration office staff.**

This section is for use by staffers in the Office of the Registrar *only.***

**date received**  **date to Admissions**  **last sem enrolled**

**Notice Concerning Your Information.** The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of that information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University’s Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 or (email:cfo@www.utexas.edu).