# FILING FEE

The Filing Fee was established expressly to assist those students **WHO HAVE BEEN ADVANCED TO CANDIDACY** and who have completed all requirements, including all courses and research associated with the thesis or dissertation, except for filing theses or dissertations and/or taking final examinations (master’s comprehensive or doctoral final examinations).

**This means that the writing should essentially be done, and that your committee members have all but given final approval**.

You may not be enrolled in any courses while on filing fee. Completion of formal course work or residence requirements alone does not entitle you to apply for Filing Fee status. **FILING FEE STATUS IS FOR ONE QUARTER ONLY.**

First, please make sure you have ADVANCED TO CANDIDACY. If you have not, you may advance to candidacy and go on filing fee same time. Students can review the “Steps to Graduate” documents for information about how to Advance to Candidacy.

All requirements of the filing fee application must be submitted **TWO WEEKS PRIOR** to the start of the term. Note: If you have triggered registration fees, and filing fee is not fully processed by the first day of instruction, you are subject to the schedule of refunds, and will be responsible for partial fees.

There are **FOUR REQUIREMENTS** for **Filing Fee**:

1. **Graduate Studies form**: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs305_filingfeeapp.pdf>
	1. Please READ the entire document carefully! There is important information on this form, such as **no longer having school health insurance** (or library access, ARC access, desk space, etc.)
	2. Fill out completely, and sign it yourself (in the middle of the page)
	3. Have your Thesis/Dissertation Committee Chairperson or Major Adviser Sign. If you are MS Plan II, please have your Major Adviser still sign (even though it is indicated it is not needed on the form)
	4. Pay the Fee ($162) at the Cashiers Office, in Dutton Hall (you do not need to have all your signatures prior to paying the fee, however the fee is nonrefundable)
2. **Engineering Filing Fee form**: <https://cee.engineering.ucdavis.edu/graduate/current-graduate-students/forms> (see “Engineering Filing Fee Form” link)
	1. Fill out the top section with your information
	2. Have ALL THREE committee members sign (MS Plan II: you can have only your major professor sign)
3. Email **TWO** documents to Lauren Worrell (lkworrell@ucdavis.edu).
	1. A **draft** of your project/thesis/dissertation (as it is today) It doesn’t have to be formatted, but I need something on file to show that you are ready for filing fee/ to graduate.
	2. A **timeline** showing how you will graduate by the filing fee deadline; including review time (note: generally faculty have 4 weeks to review and provide feedback for each round of edits).

Submit two hard copy forms, and two emailed forms, to Lauren Worrell at least TWO WEEKS prior to the start of the term. You do not need to obtain the “Graduate Program Adviser” signature on either page, or the “Graduate Program Coordinator” signature.