

Office of the Vice Provost for Graduate Students and Postdoctoral Scholars

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:

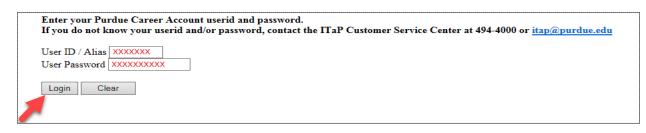
- Students who will hold a TA/RA may need to submit a Change of Duty Station Request in addition to a Form 19 if they will be working off campus greater than 22 days.
- Students who are approved for Research in Absentia do not need to submit a Form 19.

Student Instructions

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

Registration Holds Alert : 🙃		New Student Task List	New Grad Student Task List
You are and able to register for classes until you enode, all registration holds on your accourt. On to your student, profile to kiew your registration holds, and determine how to resplay them. If you have taken the regular actions to resplay them. You registration holds, pinner allow up to 24 hours for the holds to be released.	Burear: Student Account Reminder ATTENTON: You have a fineratir responsibility to the University and your account in selectory part day. Please relear the datab of your account and you any outlanding danges. A hald : AUU14 plead on your student record until this fisancial obligation has been satisfied. If you have any questions, please carted unco@purties.edu.	Visk your New Souder: Task List for important updates, deadlines and tasks to complete before you start closes.	Visit your lines Grad Student, Task List for important upfates, deadfines and tasks to complete before you start distant.
Commencement Task List	Student Account Checklist	Graduate Students	
Convine the Cammercement Task last by visiting our paget	Prese compter of tests regular galaxies (and all of the first set empties these regular difficults of the galaxies of the set of tests the test set of tests regular difficults and tests of tests that sets takes to set the set of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of tests of	extenses tabase Para of Starky on the link advects ta tabent & piles of study for your gadaset degree, respect charges to an apprecial gadaset galaxy, view para funding account, submit an examination research, or complete the Gatasian School's Candidery Dat Questionnell's.	

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.

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

Office of Graduate Records Last Updated: June 2024 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-car	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	•					

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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Forms available for edit or display.							
Action Link	Dept	Degree	Status	Date			
View	EDST	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 12:10/2020			
View	EDST	DOCTOR OF PHILOSOPHY	OUTSTANDING	Submitted 12 10 2020			
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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.

	G.S. Form 19:Requ	est for Off-cam	pus Ph.D.	or Master's F	Research	
session away	plan to 1) work on research, 2) register for 69800 or 69900 from campus. Doctoral students who have completed all re er than a G.S. Form 19.			-		· · · · · · · · · · · · · · · · · · ·
Student In	formation					
Name		PUID				
Current Address	Current Address	Off- campus	Off-campus Address			
		Address:				
Degree	~	Department			~	
Title						
Session:	Term: Year:		~	Program Code:	Program Code	
Give the specifi Title:	ic title of your research project or investigation area, and de	escribe briefly the s Description:	tatus of your i		nd the nature of the work to	be done while off-campus
Give the name a will be using.:	and the location of the institution or organization at which y	you will be located,	the name of a	ny local superviso	r, supervisor contact inform	nation, and list any facilities yo
Institution Name:	Institution Name	Institution Location:	Institution I	Location		
Local Supervisor:	Local Supervisor	Facilities:	Facilities			
1	cilities will you be using, and how will adequate supervisio	n be maintained by	your major pr	ofessor?		
Purdue Facilities:	Purdue Facilities					
What financial Financial	support do you expect to recieve while off campus?	What is the expe	cted completi	on date of your di	ssertation/thesis?	
Support:	Financial Support	Completion Date:	Term	▼ Year		
Research Course:	Course	Credit:	0			
Submit Ex	it					

NOTES:

- Once submitted, the Form 19 will require approvals from your department and the Office of Graduate Records.
- 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.