



#### **POSTDOC-PROFORMA REGISTRATION AND ELIGIBILITY REQUIREMENTS**

- 1) Only individuals who have postdoctoral (post-PhD or Post-M.D.) affiliations with the University of Chicago, but are not: Visiting Scholars, salaried employees, or involved in any aspect of patient care may register as Postdoc Proforma Students.
- 2) Postdoctoral Proforma Students are required to pay the quarterly Student Health Service Fee and the University Student Health Insurance fee. Students will not be billed for any tuition charges.)
- 3) Registered Proforma Postdocs will receive an I.D. card and will have access to the libraries, athletic facilities and student housing. The Registrar's Office will have a record of their registration.
- 4) Registration is approved for one academic year at a time.
- 5) Applications must be approved by the department chairman and the area dean of students.

#### **PREDOC-PROFORMA REGISTRATION AND ELIGIBILITY REOUIREMENTS:**

- 1) Pro-Forma registration can be approved only for one academic year at a time. Summer need not be included as a registration.
- 2) Each application must bear the endorsement of the department chairman, whose signature will mean that the student's work away from Chicago is essential to his dissertation and approved by the department. Normally this means that the student has been admitted to candidacy and his dissertation topic approved. An applicant for renewal of Proforma status must demonstrate to the department that he has made good use of the time already spent "on location" and that the additional time is really essential to completion of the approved task.
- 3) The period of Proforma registration should begin only when it makes sense in the sequence of the student's academic training. Normally this will be after all course work is completed. If the student is required to register for additional courses after his return from the period abroad, this fact should be stated concretely on his application. Due attention to these factors will also be attested by the chairman's endorsement of the application.
- 4) During the period of Proforma registration, the student may not use the facilities of the University or the times of its faculty, except for such periodic reports of progress as his department may require.
- 5) All applications must be approved in writing by the appropriate Dean of Students. All applications for extension of time must also be approved by the Dean of Students for the University.
- 6) The Registrar will be prepared to certify that the student is duly registered to any agency that requires such certification. The Registrar will also stamp the student's transcript with the rotation Proforma opposite the entries recording his/her registration.