



**INSTRUCTIONS**

- This form may be filled out on-line but must be printed out and signed by the department DGS or Chair.
- Requests should be sent by the department to the Office of Academic and Student Affairs (OASA), 6 Washington Square North, 2nd floor.
- Incomplete requests will be returned to the department.
- The department is responsible for notifying students of the outcome of the request.
- For more detailed information, please refer to the GSAS Policies and Procedures Manual Section 5.3 <http://gsas.nyu.edu/page/grad.pp.manual.html>

**Field Work Waiver Rules and Procedures:**

- A waiver of the maintenance of matriculation fee may be granted to a student who will be away for an extended time doing field work, an internship, or scholarly research work that is required for the completion of degree requirements.
- A maximum of four semesters may be approved for this purpose.

Department:

Student Name:

University Identification Number:

Location where field work will be performed:

Name of Grant, Educational Affiliate, or Internship for field work:

Duration of Field Work:

Please provide a detailed description of the field work to be performed; address why the information cannot be obtained at NYU and how this placement experience will directly advance the goals of the dissertation (attach memo).

Signature of Director of Graduate Studies or Chair: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

For OASA use only.

Approved  Denied

OASA Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date: \_\_\_\_\_