



## How to Apply for a Field Work Waiver

The History Department's Ph.D. program provides a framework within which most students will need to conduct field work as part of their dissertation research. GSAS strongly encourages students to apply for a Field Work Waiver ("FWW") for each semester that field work is planned. The Field Work Waiver serves to maintain your matriculation and health insurance coverage during the field work period. Additionally, in cases where a student receives no financial support from NYU or GSAS during field work (i.e., supported by external fellowship, etc.), the Field Work Waiver can also serve as a "place-holder" for future financial aid eligibility. The place-holder allows for possible additional semesters of financial aid eligibility (equaling the number of approved field work semesters) once a student has passed the usual eligibility period.

**Students planning field work must apply in advance to the GSAS Vice Dean for a Field Work Waiver ("FWW"). Each student is eligible for a maximum of four approved field work semesters, which need not be consecutive. A Field Work Waiver application may cover up to a maximum of two field work semesters in a single academic year.**

Students wishing to apply for a Field Work Waiver must do the following:

1. Submit a completed Field Work Waiver Request Form (form is available at <http://gsas.nyu.edu/page/grad.pp.manual>). Be sure to include:
  - location where the field work will be performed;
  - name of any grant, educational affiliate, or internship;
  - the duration (in semesters) of the requested field work (maximum of two semesters in a single academic year on a single request form); and,
  - a detailed description of the field work to be performed.
2. Request a brief statement of support for the field work from the academic advisor.

**The student's request and the advisor's statement of support must be submitted to the Graduate Program Office ([graduate.history@nyu.edu](mailto:graduate.history@nyu.edu)) before the end of the semester prior to the needed Field Work Waiver.**

The Graduate Program Office will then submit a petition on the student's behalf to the Vice Dean, using the provided materials as supporting documents. The student will be notified of the petition's status upon receipt of the Vice Dean's answer.