

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 should submit a Change of Duty Station Request rather than 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 [myPurdue](#) using your Purdue BoilerKey passcode. Under the “Academics” tab, select the “Graduate School Plan of Study” link in the “Graduate Students” box.

The screenshot shows the myPurdue Academics page. The left-hand navigation menu includes: Action Required, Academics, Registration, Bills & Payments, Financial Aid, and Life @ Purdue. The main content area is divided into several sections:

- Academics**: myPurdue / Academics
- Student Schedule**: Work-at-a-Glance, Detail Schedule, Evening & Final Exams
- Important Student Contact Information**: Student Primary Phone, Student Address while Enrolled, Emergency Contacts, Parent/Guardian Contacts, Student Cell Phone for Text Messages
- Announcements**: STUDENTS! How will YOU register for Spring 2020? (Pre-register using Course Request Form during assigned Pre-registration Window, Register using Scheduling Assistant during assigned Time Ticket, FILE THE 2016-17 FAFSA NOW!)
- Destination: Graduation**: myPurduePlan (best viewed in Chrome or Firefox), Undergraduate and Non-Majors/Passers students, your one stop to track your degree progress, Are you ready to graduate?, How to Apply to Graduate
- Personal Information**: Addresses & Phones, Complete a Survey, DRC/Accommodation Letters, Email Addresses, Ethnicity & Race, My Career Plan Survey, Name Change Info, Probation Survey, Proxy Management, Religious Preference, Review your COOD requests, Sexual Orientation/Gender, SSN Change Info, Standardized Test Scores, Student Account
- Transcript**: View Unofficial Transcript, Order Official Transcript, Renew your Digitally-Signed CoDiploma® (for graduates in Fall 2017 and after)
- Grades**: Final Grades, Grade Detail
- Enrollment Certification**: National Student Clearinghouse, The place to order your enrollment certification for employment, housing, healthcare or loan deferment.
- Academic Profile**: Spring 2019, Primary, Secondary, Curriculum, Class Standing: Junior - 75 - 89 hours, Degree: Bachelor of Arts, Level: Undergraduate, Program: Communication-BA, Admit Term: Fall 2011, Catalog Term: Fall 2017, College: College of Liberal Arts, Campus: West Lafayette, Major: PR & Strategic Communication
- Graduate Students**: Graduate School Plan of Study (indicated by a red arrow)
- Vet-Tech Distance Learning**: Veterinary Nursing Distance Learning (VNDL)

Form 19 Off Campus Research Student Instructions

2. Login to the student portal using your Purdue Career Account credentials.

Enter your Purdue Career Account userid and password.
If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

User ID / Alias

User Password



3. Select the “Form 19: Request for off-campus Ph.D. or Master’s Research” link at the bottom of the page.


Graduate School Database

Welcome XXXXXXXXXX

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 [Graduation Deadlines Calendar](#) webpage. However, check with your department's [Graduate Contact](#) 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](#)

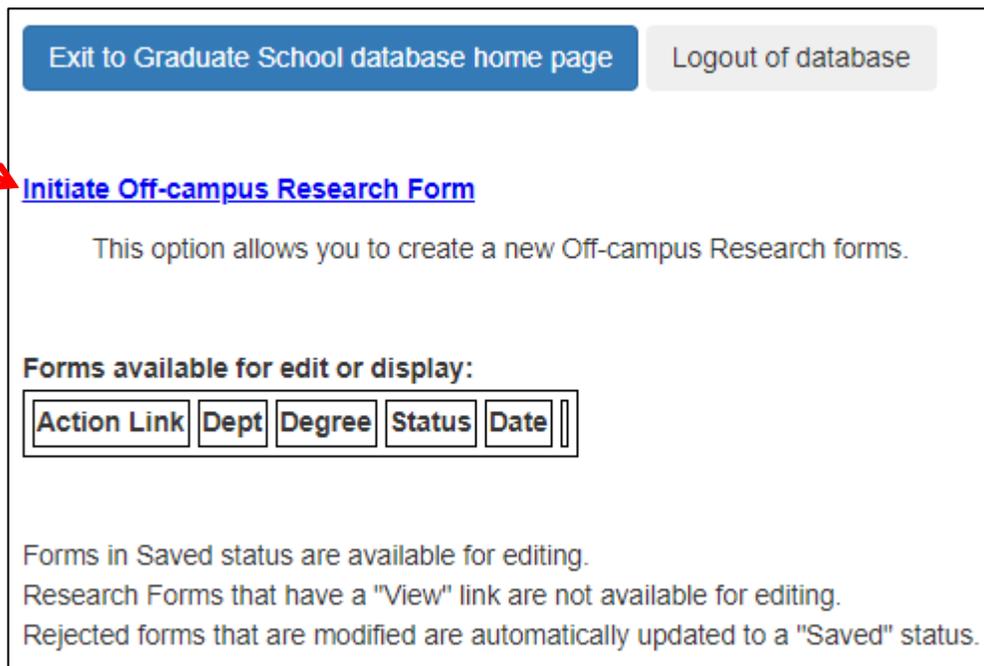
Thesis-option students must complete this survey prior to their deposit appointment. All other master's students should complete the survey prior to the last day of classes in the session of graduation.

[Form 19: Request for off-campus Ph.D. or Master's Research Funding Account](#)



Form 19 Off Campus Research Student Instructions

- 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-campus 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 available for editing.
 Rejected forms that are modified are automatically updated to a "Saved" status.

- 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.



Exit to Graduate School database home page Logout of database

[Initiate Off-campus Research Form](#)

This option allows you to create a new Off-campus Research forms.

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
View	EDST	DOCTOR OF PHILOSOPHY	OUTSTANDING	Submitted 12-10-2020

Forms in Saved status are available for editing.
 Research Forms that have a "View" link are not available for editing.
 Rejected forms that are modified are automatically updated to a "Saved" status.

Form 19 Off Campus Research Student Instructions

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: Request for Off-campus Ph.D. or Master's Research

Students who plan to 1) work on research, 2) register for 69800 or 69900 (thesis credit), and 3) be off campus greater than 22 days must complete this form for and prior to each session away from campus. Doctoral students who have completed all required coursework and passed the preliminary examination should complete a Research in Absentia (G.S. Form 12) rather than a G.S. Form 19.

Student Information

Name: PUID:

Current Address: Off-campus Address:

Degree Title: Department:

Session: Term: Year: Program Code:

Give the specific title of your research project or investigation area, and describe briefly the status of your research project and the nature of the work to be done while off-campus

Title: Description:

Give the name and the location of the institution or organization at which you will be located, the name of any local supervisor, supervisor contact information, and list any facilities you will be using.:

Institution Name: Institution Location:

Local Supervisor: Facilities:

What Purdue facilities will you be using, and how will adequate supervision be maintained by your major professor?

Purdue Facilities:

What financial support do you expect to receive while off campus?

Financial Support:

What is the expected completion date of your dissertation/thesis?

Completion Date: Term Year
Date:

Research Course: Credit:

Submit

NOTES:

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