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.
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.
4. Click the blue “Initiate Off-campus Research Form” link.

![Initiate Off-campus Research Form]

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

<table>
<thead>
<tr>
<th>Action Link</th>
<th>Dept</th>
<th>Degree</th>
<th>Status</th>
<th>Date</th>
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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.

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.
6. Complete all fields on the Form 19, and then select the blue “Submit” button at the bottom of the page.

**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.