

## Application to Candidacy

In order to formally become a candidate for the conferral of certain graduate degrees, students must submit an Application to Candidacy (ATC).

**Who should submit an ATC to the Graduate School?** As of summer 2019, only PhD students, students pursuing an AuD or DNP, and master's students in the College of Arts and Sciences are required to submit an ATC.

<b>For Degree Conferral on:</b>	February 1	June 1	September 1
<b>Application to Candidacy Due on:</b>	October 1	March 1	July 1

All other students pursuing professional degrees, master's degrees or advanced certificates in all schools (except the College of Arts and Sciences) must apply for graduation through their HUB Student Center. Instructions on how to apply for graduation in HUB are here: [grad.buffalo.edu/succeed/graduate/apply-for-graduation.html](http://grad.buffalo.edu/succeed/graduate/apply-for-graduation.html).

### Part 1 – General Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UB Person Number \_\_\_\_\_ Email \_\_\_\_\_

Degree Program \_\_\_\_\_ Degree \_\_\_\_\_

Expected Conferral Date: February \_\_\_ June \_\_\_ September \_\_\_ Year \_\_\_\_\_

**Master's Candidates Only** Culminating Experience Option: C-Exam \_\_\_ Portfolio \_\_\_ Project \_\_\_ Thesis \_\_\_

\*If C-Exam is chosen: C-Exam Semester \_\_\_\_\_ C-Exam Year \_\_\_\_\_

**Doctor of Philosophy Candidates Only** Preliminary Qualifying Exam Date \_\_\_\_\_

Responsible Conduct of Research (RCR) Training Requirement:

CITI Online\*                      UB's Responsible Research Micro-Credential\*

LAI 648                      RPG 504                      BMS 514                      RSC 602

\*If CITI online or the Responsible Research Micro-Credential are taken, a certificate of completion must be attached to this ATC.

### Part 2a – Baccalaureate Degree Conferral Confirmation

Were you admitted to this program as an international student (F-1, J-1, H-1B Visa status)?                      Yes \_\_\_ No \_\_\_

Are you pursuing a UB-approved combined undergraduate and graduate degree program?                      Yes \_\_\_ No \_\_\_

### Part 2b – Post-Baccalaureate Credits

Have you completed any post-baccalaureate credits at another institution?                      Yes \_\_\_ No \_\_\_

If yes: Name of Institution \_\_\_\_\_ Degree \_\_\_\_\_

**Part 3 – Future Credits (Planned, but for which you have not yet registered)**

Do you intend to take future credits that you have not yet registered for? Yes \_\_\_ No \_\_\_

Please list below all planned future registration, including dissertation credits. Indicate the course number, title, credits and the semester to be taken.

**Part 4 – Unrelated UB Courses**

Attach your unofficial UB transcript and cross off any coursework not being applied to this degree program.

**Part 5 – Transfer Credits (Non-UB Coursework)**

Do you intend to transfer any credits into this degree program? Yes \_\_\_ No \_\_\_

If yes, you must file a Petition for Approval of Non-UB Transfer Credits ([grad.buffalo.edu/forms/transfer.html](http://grad.buffalo.edu/forms/transfer.html)) and fill in the transfer credit information below.

Transfer Institution \_\_\_\_\_ Total Number of Credits \_\_\_\_\_

Have you previously received approval of these transfer credits from the Graduate School? Yes \_\_\_ No \_\_\_

**Required Approvals (Print and Sign Name)**

Student \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_  
(Must be a Graduate Faculty member.)

Committee Member \_\_\_\_\_ Date \_\_\_\_\_  
(Must be a Graduate Faculty member. Required for PhD students)

Committee Member \_\_\_\_\_ Date \_\_\_\_\_  
(Must be a Graduate Faculty member. Required for PhD students)

Committee Member \_\_\_\_\_ Date \_\_\_\_\_  
(Optional)

Committee Member \_\_\_\_\_ Date \_\_\_\_\_  
(Optional)

Chair/Director of \_\_\_\_\_ Date \_\_\_\_\_  
Grad. Studies (Required)

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_  
(Required)

Divisional Committee \_\_\_\_\_ Date \_\_\_\_\_  
(Required for the School of Architecture and Planning and the School of Nursing only.)

**Submit completed form and attachments to the Graduate School at [grad@buffalo.edu](mailto:grad@buffalo.edu) or 408 Capen Hall.**