

## 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.

<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

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 the HUB Student Center, via MyUB. For instructions on how to apply for graduation, see the Registrar's website: <https://registrar.buffalo.edu/degrees/>.

### 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\* \_\_\_ LAI 648 \_\_\_ PHI 640 \_\_\_ RPN 541 \_\_\_

\*If CITI online is selected, certificate of completion of the CITI online course 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 \_\_\_

If yes, please attach a list of all the courses and credits (including dissertation credits) that you plan to take each semester until your expected conferral date. Include the title, department abbreviation, course number, instructor name, semester and number of credits for all planned future registration.

**Part 4 – Unrelated UB Courses**

Please attach your unofficial UB transcript and cross off any UB 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.**