

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.

For Degree Conferral on:	February 1	June 1	September 1
Application to Candidacy Due on:	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.

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) 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 or 408 Capen Hall.