

INSTRUCTIONS TO THE STUDENT

The **Application to Candidacy** is generally filed after two or three semesters of full-time enrollment for students seeking a master's degree or after six semesters of full-time enrollment for students seeking a doctorate. In either case, you must file your Application to Candidacy with the Graduate School by the date indicated in the Application to Candidacy timetable listed below. The completed application will be forwarded as indicated by the order of signatures in PART 7 of this form. Once you have filled in the Application to Candidacy, be sure to save a copy to your desktop, etc. for future editing (should you need to modify it), and also for your own records. After you have saved this file, be sure to print it for signatures and routing (see Part 7).

Application to Candidacy Timetable

(PhD, MA, MS, MENG, MARCH, MUP, MPH, MFA, MM, BA/MA, BA/MS, BS/MS, BS/ME, AuD degrees only)

For Degree conferral on....	February 1	June 1	September 1
Completed Application to Candidacy submitted to the Divisional Committee by	September 1	February 1	June 1
Completed and Fully Signed Application to Candidacy must be received in The Graduate School by	October 1	March 1	July 1

NOTE FOR STUDENTS: Your application to candidacy must be signed by your major advisor and committee (where applicable), the Director of Graduate Studies or the Chair of your department, the Dean of your School/College, and the Divisional Committee of your area. Please allow ample time for the processing of your candidacy to ensure your completed application is received in the Graduate School by the deadlines indicated above.

The above dates are subject to change. You are advised to check with your department one semester prior to the listed deadline date for up-to-date information. [Note: deadlines that fall during a weekend will be extended to the Monday immediately following that weekend.]

Important Information

The **Application to Candidacy Form** must be typewritten. Be sure to attach final official transcript(s) showing baccalaureate conferral when appropriate. Graduate credit is not granted for courses used to meet undergraduate degree requirements. Any UB undergraduate course (400-level only) to be included for graduate credit must be formally approved by petition to the Graduate School within the first three weeks of the semester in which the course is taken. A maximum of two such courses may be approved for graduate credit. It is your responsibility to comply with these and all other University regulations as stated in the current Graduate School Policies and Procedures Manual. Copies of the booklet are available in your department office and on our web site at <http://www.grad.buffalo.edu>.

Explanatory Notes

PART 1

- Item 1 **Name.** Enter the name as it appears on your permanent UB record.
- Item 6 **Program.** In some cases the name of the program will not be the same as the name of the department (item 8), e.g. Clinical Psychology, Adult Health Nursing, etc. Please state your specific program. If you do not know, consult your department.
- Item 7 **Degree.** Specify the exact degree sought, e.g. M.A., M.Arch., M.F.A, M.Eng., M.S., M.M., Ph.D., etc.

PART 3 Indicate a general area of investigation for your dissertation, thesis, project, or portfolio. If you are a master's student completing the comprehensive exam option, leave this section blank.

PART 4 This section applies for doctoral students at the ABD phase of their program or for Master's students who have not yet registered for their final semester. For doctoral students this section is used as planning tool to indicate how the remaining credits of the doctoral program will be registered for while working on the dissertation.

PART 5 UB courses NOT being applied to this degree program include any undergraduate courses taken while a graduate students (e.g. remedial language courses) or courses unrelated to this degree program but potentially relevant to another degree program.

PART 7 The order of signatures indicates routing. Candidacies submitted to the Graduate School without needed signatures will be returned to the area where the signature is missing.

Attachment Checklist

- a course description with the instructor's signature for each informal course. Informal courses are defined as all courses for which there is no description in official University publications other than courses pertaining to research, thesis, dissertation, project, or portfolio credit.
- an original official transcript indicating conferral of a baccalaureate degree. If original transcripts are already on file in the Student Response Center please disregard. All international students admitted with F-1 visa status, please note that your official undergraduate documents have already been submitted.
- an original official transcript(s) supporting request for transfer credits taken at other institutions. Note: If you are an international student and have already submitted original transfer transcripts upon admission into this degree program, simply attach a photocopy.
- If you have taken graduate courses NOT BEING APPLIED toward this degree program please be sure to attach an unofficial UB transcript indicating the irrelevant graduate credits.

PART 5 - Unrelated UB Courses

UB courses NOT applied to this degree program include any undergraduate courses taken while a graduate student (e.g. remedial language courses) or courses unrelated to this degree program but potentially relevant to another degree program.

PART 6 - Transfer Credits (Masters Students: maximum 6 credits, Doctoral Students: maximum 36 credits)

Are you intending to transfer any credits into this degree program? Yes No

If no, leave this section blank. If yes, please list all transfer credits to be applied to this degree program and be sure to attach any corresponding official transcripts. Note: If you are an international student and have already submitted original transfer transcripts upon admission into this degree program, simply submit a photocopy. Be sure to list each transfer course as it is written on the original transcript.

Course Title	Dept. Abbrev.	Course Number	Credit Hours	Institution	Semester

Total Transfer Credits

PART 7 Signatures and Routing (please sign and date as indicated)

Student			(Signature)		(Date)	
Major Professor		(Please Type Name)		(Signature)		(Date)
Committee Member		(Please Type Name)		(Signature)		(Date)
Committee Member		(Please Type Name)		(Signature)		(Date)
Committee Member		(Please Type Name)		(Signature)		(Date)
Committee Member		(Please Type Name)		(Signature)		(Date)
Chair or Director of Graduate Studies		(Please Type Name)		(Signature)		(Date)
Academic Dean		(Please Type Name)		(Signature)		(Date)
Divisional Committee (required for School of Arch. & Planning, Education, Nursing, & Roswell Park ONLY.		(Please Type Name)		(Signature)		(Date)
Graduate School	Dr. John T. Ho			(Signature)		(Date)