

APPLICATION TO CANDIDACY

The Application to Candidacy (“ATC”) is required to officially become a candidate for conferral of the following graduate degrees: AuD, DNP, MA, ME, MM, MS, MArch, MFA, MPH, MUP, BA/MA, BS/MS, BS/ME, PhD

WHEN SHOULD I SUBMIT THE APPLICATION TO CANDIDACY?

Typically, master’s students submit the ATC after one or two semesters of full-time enrollment, and doctoral students submit the ATC after four to six semesters of full-time enrollment. Since the ATC is required for students seeking certification of full-time student status, some students will complete the ATC earlier. In any case, your ATC must be submitted by the deadlines below according to when you wish to have your degree conferred.

WHAT IS THE DEADLINE TO SUBMIT THE APPLICATION TO CANDIDACY?

Your complete Application to Candidacy, **with all required signatures and attachments**, must be received in the Graduate School by the **deadline** below for the date you wish to have your degree conferred. NOTE: If your ATC is received after the deadline, it will automatically be moved to the next conferral date.

Expected Conferral Date:	FEBRUARY 1	JUNE 15	SEPTEMBER 1
<u>Recommended date to submit your ATC to your department:</u>	September 1	February 1	June 1
COMPLETE ATC w/ALL signatures and REQUIRED ATTACHMENTS due in GRADUATE SCHOOL:	October 1	March 1	July 1

REQUIRED ATTACHMENTS:

- A. **Attach an unofficial UB transcript /course history of all courses and credits completed at UB.** On the attached transcript, cross out any courses or credits that are not to be applied toward this degree program.
- B. **Non-UB Transfer credits:** In order to receive formal approval of non-UB transfer credits and apply those credits toward your UB graduate program, you must file a [transfer credit petition](http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_transfer.pdf): http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_transfer.pdf. If you have already applied for and received Graduate School approval of non-UB transfer credits, simply indicate that in Part 6 of the ATC.

WHAT HAPPENS AFTER I SUBMIT MY ATC TO THE GRADUATE SCHOOL?

We will conduct a preliminary review to make sure all required attachments are included and required signatures are complete; we will later conduct a formal audit of your record for completion of all degree requirements. When your ATC is formally approved, you will receive a letter from the Dean of the Graduate School confirming your candidacy for degree conferral and detailing the [final degree conferral requirements](#).

WHEN WILL MY ATC BE APPROVED?

If there are any significant problems with your ATC or your plan for completing your degree, we will notify your department upon receipt of your ATC. Otherwise, your ATC will be placed in the queue for formal review in order of the Expected Conferral Date. **Master’s ATCs will be reviewed and approved one or two semesters prior to the Expected Conferral Date. Doctoral ATCs will be reviewed and approved approximately one year prior to the Expected Conferral Date.**

WHAT IF MY PLANS CHANGE AND I NEED TO CHANGE MY CONFERRAL DATE?

You must file a [Petition to Amend the ATC](#) to **change your Expected Conferral Date**. Please note, once you have submitted an Application to Candidacy, you will not be permitted to register in semesters beyond the “Expected Conferral Date” that you indicate in Part 1 of the ATC. Therefore, if you will not finish your degree program by the Expected Conferral Date for which you submitted your ATC, you must file an amendment to change your conferral date prior to the start of the following semester.

PART 5 - Unrelated UB Courses - please attach an unofficial transcript / printout of UB courses taken

On your attached unofficial transcript / printout of courses, please cross out any UB coursework NOT being applied to this degree program.

PART 6 - Transfer Credits - (Non-UB coursework)

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

If no, nothing further is needed. If yes (and if you have not previously done so) you must file a Transfer Credits Petition. http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_transfer.pdf. Below, list the transfer institution and the total number of Transfer Credits being applied toward this degree program.

Transfer Institution

Total # of transfer credits

Have you previously applied for and received approval of these transfer credits from the Graduate School? Yes No

PART 7 - Required approvals and Signatures

Student		
	(Please Type Name)	(Signature)
Major Advisor(s) - must be Graduate Faculty. Required for Master's and PhD students.		
	(Please Type Name)	(Signature)
Committee Member - must be Graduate Faculty. Required for PhD students.		
	(Please Type Name)	(Signature) (Date)
Committee Member - must be Graduate Faculty. Required for PhD students.		
	(Please Type Name)	(Signature) (Date)
Committee Member (optional)		
	(Please Type Name)	(Signature) (Date)
Committee Member (optional)		
	(Please Type Name)	(Signature) (Date)
Chair or Director of Graduate Studies		
	(Please Type Name)	(Signature) (Date)
College/School Academic Dean		
	(Please Type Name)	(Signature) (Date)
Divisional Committee (required ONLY for School of Arch. & Planning, Education, and Nursing)		
	(Please Type Name)	(Signature) (Date)

After all required departmental and decanal approvals & signatures above have been obtained, SUBMIT COMPLETED ATC to The Graduate School, Office of Student Services, 408 Capen Hall, North Campus

For Graduate School Office Use Only:

Approved by:		
	(Please Type Name)	(Signature) (Date)

Candidacy posted in student's HUB

**Record on _____
Date**