

Masters Program Application to Candidacy (ATC)

In order to formally become a candidate for Master's degree program, students must submit an Application to Candidacy (ATC) to the Geography Department Graduate Secretary.

For Degree conferral on:	Feb. 1	June 1	Aug. 31
ATC due in the Graduate Coordinator by:	Sept. 27	February 17	July 12

Part 1: General Information

Last Name _____ First Name _____

UB Person Number _____ Email _____

Degree Program (with concentration) _____

Expected Conferral Date: Feb. 1 (fall) _____ June 1 (spring) _____ Aug. 31 (summer) _____ Year _____

Final Capstone Requirement: Project _____ Portfolio _____ Thesis _____

Is full-time status required: Yes _____ No _____ If yes, please complete the Certification of Full-time status form, <https://grad.buffalo.edu/content/dam/grad/forms/cert-fts-masters.pdf> and submit to the Graduate Secretary.

Deadline to Apply for Graduation in HUB

Graduation Term	Application Deadline	Conferral Date
Fall	Oct. 15	Feb. 1
Spring	Feb. 22	June 1
Summer	July 15	Aug. 31

Part 2: Transfer Credits (Non-UB Coursework)

Are you transferring non-UB credits into this degree program? Yes _____ No _____

If yes: Transfer Institution _____ Total Number of Transfer Credits _____

Have you previously received approval of the transfer credits from the Graduate School? Yes _____ No _____

If no, you must file a Petition for Approval of Non-UB Transfer Credits (grad.buffalo.edu/forms/transfer.html)

Part 3: Planned Future Credits

Please indicate below the courses and credits you plan to take each semester from ATC filing date until your expected degree conferral date. **Include the department abbreviation, course title and number, instructor name, semester and number of credits.**

Dept.	Title	Course #	Instructor	Semester	# of Credits

Part 4: Required Endorsements

Student Name and Signature: _____

Date: _____

Required: Major Advisor and Dissertation Committee Members (print and sign name)

Major Advisor _____
(Required, must be a Graduate Faculty member)

Committee Member _____
(Required, must be a Graduate Faculty member)

Committee Member _____
(Optional)

Committee Member _____
(Optional)

Required: Director of Graduate Studies, Chair, Dean and Divisional Committee (print and sign name)

Chair/Director of Graduate Studies _____
(Required)

Date _____

Submit completed form to geog@buffalo.edu, Attn: Graduate Secretary, or 105A Wilkeson Quad.