

PhD Program Application to Candidacy (ATC)

In order to formally become a candidate for the awarding of a PhD degree, students must submit an Application to Candidacy (ATC).

For Degree conferral on:	Feb. 1	June 1	Aug. 31
ATC due in the Graduate School by:	Oct. 1	March 1	July 1

Part 1: General Information

Last Name _____ First Name _____

UB Person Number _____ Email _____

Degree Program _____

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

PhD Qualifying/Preliminary Exam Date (month and year): _____

How have you fulfilled the 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 submitted with this ATC.

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 (buffalo.edu/grad/forms/transfer.html).

Part 3: Planned Future Credits

All PhD programs require a minimum of 72 graduate credits (with 50 percent unique at UB). Please indicate below the courses and credits you plan to take each semester from ATC filing date until your expected PhD degree conferral date. Include the department abbreviation, course title and number, instructor name, semester and number of credits.

Part 4: Required Endorsements

Student Name and Signature:

_____ Date _____

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

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

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

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

Committee Member _____ Date _____
(Optional)

Committee Member _____ Date _____
(Optional)

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

Chair/Director of _____ Date _____
Graduate 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 to the Graduate School at grad@buffalo.edu or 408 Capen Hall.