

## PhD Program Application to Candidacy (ATC)

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

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

#### When should I submit my PhD Application to Candidacy (ATC)?

The ATC can be submitted after you have completed the formal coursework and the PhD Qualifying Process or Paper or Exam, as required by your doctoral program. Usually, this will be after four to six semesters of full-time enrollment in the program. Students with transfer credits may arrive at this stage and complete the ATC earlier. In any case, the ATC must be submitted to the Graduate School, at the latest, by the deadlines above.

Full-Time Certification: I need to be considered a full-time student but won't be registering full-time (i.e., fewer than 12 credits, or fewer than nine credits with an assistantship). Do I need to file my ATC with the Certification of Full-time Status Request form?

- Yes, to be eligible for multiple semesters of certification of full-time status through your
  expected graduation term, you must be at your program's dissertation (candidacy) stage, with a
  complete ATC onfile.
- NOTE: If you need full-time certification while preparing for or working on the PhD Qualifying Exam/Process prior to completing your ATC, you may file the Certification of Full-Time Status Request form without the ATC. A maximum of two semesters of full-time certification may be granted, after which the completed ATC must be filed for consideration of additional certification.

### What happens after I submit my ATC to the Graduate School?

- Upon receipt, a preliminary review is conducted by the Graduate School staff to make sure all information is accurate and complete. Should there be any immediate issues or questions, you will be contacted.
- When your ATC is formally approved, you will receive a letter from the Dean of the Graduate School confirming your candidacy and detailing final degree requirements.

# When will my ATC be approved, so I can officially refer to myself as a "PhD Degree Candidate"?

You should receive formal approval of your candidacy within **two semesters** of submitting your ATC to the Graduate School.

What if my progress or plans change, and I need to change my expected graduation date, advisor or committee members?

You must file the Change Expected Graduation Term or Amend the ATC (PhD Students).

#### How do I sign up for the graduation (commencement) ceremony?

Each individual school or college within UB holds its own graduation ceremony. Detailed information is available on the <a href="Degree Conferral Ceremonies webpage">Degree Conferral Ceremonies webpage</a>.



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### Part 1: General Information

Last NameFirst Name
UB Person NumberEmail
Department
Program (and concentration, if applicable)
Expected Conferral Date: Feb. 1, June 1, Aug. 31,
PhD Qualifying/Preliminary Exam Date (month and year):
How have you fulfilled the Responsible Conduct of Research (RCR) Training Requirement?
CITI Online* UB's CTSI Micro-Credential*
LAI 648 RPG 504 BMS 514 RSC 602
*A copy of your CITI certificate of completion or your CTSI Micro-Credential 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 InstitutionTotal 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 UB credits). Please indicate below the courses and credits you plan to take each semester from the ATC filing date until your expected PhD degree conferral date. Include the department abbreviation, course title and number, instructor name, semester to-be-taken, and number of credits.



## **Part 4: Required Endorsements**

Student Name and Signature			
	Print Name	Signature	Date
Required: Major Advisor and I The major advisor and first two of faculty roster: buffalo.edu/grad/st	committee members mu	st be Members of the Graduate	
Major Advisor(s) (required)			_
(Must be a Graduate Faculty Member)	Print Name	Signature	Date
Committee Member (required) (Must be a Graduate Faculty Member)	Print Name	Signature	Date
Committee Member (required)			
(Must be a Graduate Faculty Member)	Print Name	Signature	Date
Committee Member (optional) —	Print Name	Signature	Date
Required: Director of Graduate	e Studies or Chair, De	an and Divisional Committee	
Chair/Director of			
Graduate Studies (Required)	Print Name	Signature	Date
Academic Dean (Required)			
	Print Name	Signature	Date
Divisional Committee			
(Required for the School of Nursing only.)	Print Name	Signature	Date
Required attachments:			
UB transcript (Unofficial transc	cript from HUB is fine.)		
CITI Completion report or CTS	I credential completion ce	rtificate (required, if RCR training was fulf	illed by either of
these)			

Submit completed form and required attachments to the Graduate School at <a href="mailto:grad@buffalo.edu">grad@buffalo.edu</a>.