University at Buffalo
The Graduate School

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 on file.
- 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 Degree Conferral Ceremonies webpage.

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Part 1: General Information

Last Name_____First Name _____

UB Person Number_____Email _____

Department _____

Program (and concentration, if applicable)_____

Expected Conferral Date: Feb. 1, _____   June 1, _____   Aug. 31, _____
                                          YEAR   YEAR   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 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 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 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 _____

<table>
<tr><td>Print Name</td><td>Signature</td><td>Date</td></tr>
</table>

Required: Major Advisor and Dissertation Committee Members
The major advisor and first two committee members must be Members of the Graduate faculty roster: buffalo.edu/grad/succeed/current-students/grad-faculty.html.

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 Studies or Chair, Dean 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 transcript from HUB is fine.)

_____ CITI Completion report or CTSI credential completion certificate (required, if RCR training was fulfilled by either of

these).

Submit completed form and required attachments to the Graduate School at grad@buffalo.edu.