

PhD Program Application to Candidacy (ATC)

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

For Degree Conferral on:	February 1	June 1	August 31
RECOMMENDED date to submit ATC to your academic department	September 1 (previous year)	February 1	June 1
ATC due in the Graduate School by:	October 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 / Paper / Exam as required by your doctoral program. Generally, this will be after approximately four to six semesters of full-time enrollment in the program. Students with transfer credits from another institution may complete the ATC earlier. In any case, *at latest*, your ATC must be submitted by the deadlines above.

I need to be considered a full-time student but will not 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?

- Yes, to be eligible for certification of full-time status, you must be at or near the “candidacy” stage of your program.
- Therefore, the PhD ATC must be submitted to the Graduate School along with an initial request to be [certified as a full-time student](#).

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

- A preliminary review is conducted by 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 that I can officially refer to myself as a “PhD Degree Candidate”?

You should receive formal approval of your candidacy within one semester of your ATC submission to the Graduate School.

What if my progress or plans change, and I need to change my expected graduation date and/or change my 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 / degree conferral ceremony?

Each individual school or college within UB holds its own graduation ceremony. Detailed information is available here: <https://www.buffalo.edu/commencement/ceremonies/degree-conferrals-school.html>

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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 (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 CTSI Micro-Credential* _____

LAI 648 _____ RPG 504 _____ BMS 514 _____ RSC 602 _____

*If CITI online or the CTSI 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)
The major advisor and first two committee members must be full Graduate Faculty Members.
(buffalo.edu/grad/succeed/current-students/grad-faculty.html).

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 Nursing only.)

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