# UCLA Graduate Division

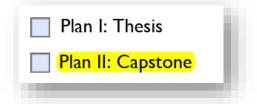
#### **Master's Advancement to Candidacy Petition - Student Instructions**

- **1.** Fill out the petition including your:
  - a. Name
  - b. UID
  - c. Degree Program
  - d. Major
  - e. Major Specialization, if applicable
  - f. ATC Quarter and Year

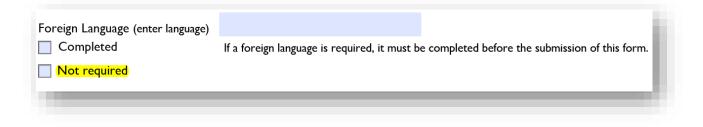
- g. Degree to be Awarded Quarter and Year
- h. "While:" Checkbox
  - a. Registered/Enrolled
  - b. On Filing Fee

Student Name (last, first, middle)	UD
Master of	Major
Specialization	Advancement to Candidacy: Quarter Year
Degree to be Awarded in: Quarter	Year While: Registered and Enrolled
	On Filing Fee

**2.** Indicate whether you are filing a thesis or completing the capstone to satisfy the degree requirements.



3. Indicate if foreign language requirement is completed or is not required.



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**4.** Indicate if you have previously earned a Master's Degree. Certify and sign the form. Your departmental advisor signature is required as well.

I have taken coursework towards my degree that is over five years old	
If yes, please have your department chair submit a memo with justification to why this coursework sho candidacy for the master's degree.	uld be applied to your advancement to
Have you previously earned a Master's degree?	
□ No	
Yes	
If Yes, list major/specialization:	
Student Signature	Date
Chair or authorized departmental advisor signature	Date

(Chair's signature will be obtained on your behalf)

(unofficial PDF transcript)

- 5. Attach a transcript to the petition and indicate the courses you are applying to the degree:
  - Highlight courses to be applied toward degree requirements
  - If you are using the majority of courses on the transcript, cross out the courses that do not apply.

<del>OR -</del>

• If **ALL** courses are to be used, initial your name at the bottom of the last page and circle the number of units.

Contact your Staff Graduate Advisor for more information on the submission of transcripts. Your program may want you to print out an unofficial copy of your transcript, or may want to print out a copy of your transcript for you.

#### Petition for Advancement to Candidacy Master's Degree SAMPLE

### **UCLA** Graduate Division

Please submit this form directly to: msengrol@seas.ucla.edu

Student Name (last, first, middle)	ireen, Samantha					UID	123 456 789
Master of Science		Major	Engineering ( -	- Mechanica	l, Electrical,	etc.)	
Specialization (Data Science, Syste	ms Engr, etc.)	Advancemen	t to Candidacy:	Quarter S	Spring	Year	2021
Degree to be Awarded in: Quarte	r Spring	Year 2021	While:	🖌 Regis	tered and E	nrolled	
Plan I: Thesis				🗌 On F	iling Fee		
✓ Plan II: Capstone							
Foreign Language (enter language)							
	If a foreign language	is required, it mu	ist be completed	before the su	ubmission of t	his form.	
✓ Not required							
I have taken coursework towar	ds my degree that	is over five yea	rs old				
If yes, please have your departmen candidacy for the master's degree.	t chair submit a men	no with justificati	on to why this co	oursework sh	ould be appli	ed to your ac	lvancement to
Have you previously earned a Master's	degree?						
🗌 No							
Yes							
If Yes, list major/specializatio	n:						
Student Signature Please use a wet or digital signature						Date	
Chair or authorized departmental a	dvisor signature _	This signature	e will be obtain	ed on you	behalf [	Date	
For Office Use Only:							
Registrar's Office Comments							

Academic Services Analyst Initials