

## 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)		UID	
Master of		Major		
Specialization		Advancement to Candidacy: Quarter		Year
Degree to be Awarded in: Quarter		Year	While:	<input checked="" type="checkbox"/> <b>Registered and Enrolled</b> <input type="checkbox"/> On Filing Fee

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

<input type="checkbox"/>	Plan I: Thesis
<input type="checkbox"/>	<b>Plan II: Capstone</b>

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

Foreign Language (enter language)	
<input type="checkbox"/> Completed	If a foreign language is required, it must be completed before the submission of this form.
<input type="checkbox"/> <b>Not required</b>	

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 should be applied to your advancement to candidacy for the master's degree.

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.~~
  - ~~OR~~
  - ~~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) Green, Samantha UID 123 456 789

Master of Science Major Engineering ( - Mechanical, Electrical, etc.)

Specialization (Data Science, Systems Engr, etc.) Advancement to Candidacy: Quarter Spring Year 2021

Degree to be Awarded in: Quarter Spring Year 2021 While: ☒ Registered and Enrolled

☐ Plan I: Thesis

☐ On Filing Fee

☒ **Plan II: Capstone**

Foreign Language (enter language) \_\_\_\_\_

☐ Completed

If a foreign language is required, it must be completed before the submission of this form.

☒ **Not required**

☐ 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 should be applied to your advancement to candidacy for the master's degree.

Have you previously earned a Master's degree?

☐ No

☐ Yes

If Yes, list major/specialization: \_\_\_\_\_

**Student Signature** Please use a wet or digital signature **Date** \_\_\_\_\_

Chair or authorized departmental advisor signature This signature will be obtained on your behalf Date \_\_\_\_\_

For Office Use Only:

Registrar's Office Comments

Academic Services Analyst Initials \_\_\_\_\_

Dean, Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_