



Office of the Registrar  
Records

4400 University Drive, MS 3D1, Fairfax, Virginia 22030  
Tel: 703-993-2441 Fax: 703-993-4668

# ADVANCEMENT TO CANDIDACY

Please complete this form and forward it to the Office of the Registrar after a doctoral student has met all requirements to advance to candidacy.

Mason Student ID# \_\_\_\_\_ Advancement Semester \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Degree Program: \_\_\_\_\_

Admit Term: \_\_\_\_\_ Advancement Deadline: \_\_\_\_\_ Graduation Deadline: \_\_\_\_\_

**NOTE: Doctoral students have six years from the semester of first enrollment as a degree-seeking student to advance to candidacy. Students have five years from the semester of advancement to candidacy to graduate.**

\*Will you approve a Reduction of Credit for this student? Yes or No or Already Done  
Please attach appropriate documentation to this form if the Reduction of Credit has not been processed.

Problems/Comments: \_\_\_\_\_

Department Signature: \_\_\_\_\_  
Date

Dean's Signature: \_\_\_\_\_  
Date

**Dissertation research (999) is open only to doctoral students who have advanced to candidacy. The Registrar's Office will not code advancement in the student's record until the following requirements have been met.**

**Candidacy Requirements:**

1. Official documentation of Undergraduate degree
2. If applicable, official evaluation of international transcripts
3. If required by department, official documentation of Master's degree
4. All 998 sections to be graded by the end of the current semester, unless not required by program

**For Office Use Only**

\_\_\_\_ 998 \_\_\_\_\_ PDEG  
\_\_\_\_ Time Limit OK  
\_\_\_\_ Initials \_\_\_\_\_ Date