

## **Advancement to Candidacy Guidelines**

In order to officially advance to candidacy, the student must submit a candidacy application to the Graduate Division. A \$65 fee is charged to advance to candidacy. This fee may be charged to the Neuroscience program. Contact the program administrator for information. Students may not advance to candidacy with an incomplete on the transcript.

Students must advance to candidacy within two weeks of passing the pre-thesis qualifying exam. Once the application has been received by the Graduate Division, the student will receive notification of advancement to Ph.D. candidacy. The faculty serving on your committee and the program office will also be notified.

In order to graduate, it is required that, after advancing to candidacy, you must be registered and classified as "in residence" for fully three quarters before graduating. If you delay filing your application for advancement to candidacy, it could delay your graduation.

NOTE: Non-resident tuition is waived (for a period of 3 years) for international students who have advanced to candidacy.

After advancing to candidacy, students must hold their first thesis committee meeting before registering for their 3rd year, and subsequently, must meet with their committees at least annually.

### **Steps to Advance to Candidacy**

1. Pre-Thesis Qualifying Exam Committee Chair must submit results of qualifying exam form to Graduate Division: [http://saawww.ucsf.edu/graduate/pdf/Chair\\_report.pdf](http://saawww.ucsf.edu/graduate/pdf/Chair_report.pdf)
2. Complete the Advance to Candidacy Request Form: [http://saawww.ucsf.edu/graduate/pdf/PhD\\_Advance.pdf](http://saawww.ucsf.edu/graduate/pdf/PhD_Advance.pdf)
3. Give Advance to Candidacy Form to Neuroscience Program Administrator.
4. Administrator will keep a copy in student file and forward request to Graduate Division along with permission to charge fee to the Program.

