



## APPLICATION FOR CANDIDACY

If you are actively working toward a master's degree, and **you have or will soon complete 60% or more of your program** it is time for you to apply for admission to candidacy. If you have not been admitted to the master's degree program, you should do so immediately.

### INSTRUCTIONS:

**The form should be typed or neatly printed.**

1. Date the form on the front side and fill out all personal information. Make sure to give a phone number where you can be reached during the day regarding your program.
2. Check the degree that you are working toward.
3. College or University-Where you received your Bachelor's degree.
4. **If you are using work transferred from another university, indicate the name of the university then list the work you are transferring. An official transcript with grades posted will be required for this work. These hours are to be listed on the back of the form also.**
5. On the back of the form list your **TRANSFER WORK AGAIN** and then the work that applies to your degree, ie. Education 32 hours, Psychology, 60 hours, etc. Work you have completed is listed in the first column and what you are currently enrolled in or plan to enroll in for future semesters is for the second column.
6. **You must sign the form and your advisor must sign the form. Observe the deadlines. If the form is not completed it will be sent back to you for completion and could delay your degree being conferred.**

There is also an Application for Master's Degree card enclosed. This card should be filled out exactly as you want your diploma to read. These forms are to be returned to the Graduate Office located in room 102 Fentem Hall. Your cooperation completing this form will assist us in processing your records for graduation in a timely manner.

Students completing their degree in May or July will walk in the spring ceremony in May. Those completing their degree in December will walk in the December ceremony. **In order for your name to appear in the program, you must have filed for candidacy and filled out a diploma card by the date listed in the current schedule, and have paid the \$75.00 Graduation Fee.** A hold will be put on those who have not applied by the due date. Diplomas will now be ordered and mailed three times a year rather than twice as in the past.

If you have already completed and turned in this information, please disregard this notice. If you have any questions, please contact Amy Gregg at 580-559-5708 or [agregg@ecok.edu](mailto:agregg@ecok.edu) .

Sincerely,

A handwritten signature in black ink, appearing to read "G. Richard Wetherill".

G. RICHARD WETHERILL, PHD, INTERIM DEAN  
SCHOOL OF GRADUATE STUDIES

GRW/aeg