

## Application for Advancement to Candidacy Instructions

**Step 1.** Complete the [Candidacy Attachment A: Proposed Graduate Course List](#). Save the fillable form in case you need to make corrections. *Print as a static pdf. You will need to attach the static pdf in Adobe Sign.*

*If your culminating experience is a comprehensive exam go to step 3.*

**Step 2.** If your culminating experience is a project or thesis, complete the [Candidacy Attachment B: Project/Thesis Description](#). Save the fillable form in case you need to make corrections. *Print as a static pdf. You will need to attach the static pdf in Adobe Sign.*

**Step 3.** Pay the graduation processing fee. Keep your receipt number. You will enter the number in Adobe Sign.

**Step 4.** Select the appropriate Application for Advancement to Candidacy Form, based on your type of culminating experience. This part will be done in Adobe Sign.

[Application for Advancement to Candidacy \(Exam\) & Graduation](#)

[Application for Advancement to Candidacy \(Project or Thesis\) & Graduation](#)

**Step 5.** Select “Continue with Google.”

**Step 6.** Enter username emails as directed.

### Example of Adobe Sign initial page

# Graduate Application for Advancement to Candidacy (Exam) & Graduation

How this workflow works?

READ AND FOLLOW INSTRUCTIONS to ensure your form routes correctly. Click "more" to expand.

1. Enter username emails (example: abc123@humboldt.edu) for: yourself, your advisor, and the program graduate coordinator (If your advisor is also

[more](#) ▼

## Recipients



Yourself (Student) \*

	Enter recipient email	▼ Email
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Advisor \*

	Enter recipient email	▼ Email
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Faculty

	Enter recipient email	▼ Email
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Graduate Program Coordinator (or Department Chair, if your advisor is also the graduate coordinator) \*

	Enter recipient email	▼ Email
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**Step 7.** Scroll down to **Files**. Add all required attachments

**Step 8.** Click “Send” (This will open a form for your signature.)

**Document Name \***

Graduate Application for Advancement to Candidacy (Exam) & Graduation

**Message \***

A petition for advancement to candidacy has been submitted. Please review and sign to approve.

**Files**

Graduate Application for  
Advancement to Candidacy (Exam)  
& Graduation \*



Graduate Application for Advancement to Candidacy  
(Exam) & Graduation

Attachment A \*

[Add File](#)

Receipt

[Add File](#)

Send

**Step 9.** Complete and sign the form.