



## The Office of Graduate Studies

Instructions for completing the Admission to Candidacy form on the Web.

- You can complete all fields except signatures. Once you finish filling-in the form, *save a copy for your files, print 3 copies and give the 3 copies to your program coordinator for processing.*
- To accommodate the variety of text used on the form, the size of some fields have been restricted and the font size will automatically adjust.
- It is best to start in the upper left-hand corner at the top of the form (Section 1 – Name & Address) and use the <TAB> key to move through all the fields in the appropriate sequence.
- In section 8 – Graduate Plan of Studies, all lines are available for completion. If all lines are not needed, skip the remaining lines by clicking next on the appropriate box(es) in “Section 9 – Culminating experience requirement.”
- You can use the <Reset> button at the top of the form if you wish to clear all the fields and reenter the information.
- Please refer to the General Information about Admission to Candidacy instructions on-line at [http://www.uwosh.edu/gradstudies/forms\\_pubs.htm](http://www.uwosh.edu/gradstudies/forms_pubs.htm) for what information is required on the form and procedures to follow.