Graduate students who are eligible for master’s or doctoral degree candidacy must complete and sign the degree candidacy form, then submit it to their graduate program directors for approval and processing. DocuSign is being used to complete, sign, and send the form to all required signers.

The individual initiating the Degree Candidacy form can either be a student or departmental faculty/staff. The initiator will need to enter the following information:

**Step 1: Regardless of who is initiating the form, the following information is required:**

Name/email of student seeking candidacy
Name/email address of student’s advisor
Name/email address of student’s Graduate Program Director
Name/email address of student’s School’s Dean/Designee.

**NOTE: Schools may have a designee or Assoc/Asst Dean who is responsible for signing candidacy forms instead of the Dean. Check with your department to make sure you are listing the correct person.**

**Contact your program if you are unsure of who is required to sign your Degree Candidacy Form.**
Once completing the fields shown above, you will receive the following prompts if you are both the initiator and the student:

The following prompt will appear to confirm that you have completed addressing the form:

**ADDRESSING COMPLETE**

You have completed assigning your recipients.

- STAY AND REVIEW
- DONE

Then click “Close”:

Thank you for viewing the document today. Please select the Show Document button below to download and print a copy of the signed document.

- SHOW DOCUMENT

Click the "Complete and Send" button.

Click the "DONE" button.
If you are the initiator and the student, **CHECK YOUR EMAIL.** You will see the following email with a “REVIEW DOCUMENT” button. This is where you enter your information on the form.

Graduate students who are eligible for master’s or doctoral degree candidacy must complete and sign the form, then submit it to their graduate program directors for approval and processing. You are receiving this form to complete, sign, and send to your advisor. Please fill in the required fields (if applicable) and sign the form.
Step 2: Please read and agree to the Electronic Record and Signature Disclosure and click “Continue”:

Please read the Electronic Record and Signature Disclosure:
[ ] I agree to use electronic records and signatures.

Step 3: Fill in the highlighted fields on the Degree Candidacy form. Click “Finish” when you are done. Your form will be automatically routed to the next signer for approval until it reaches the Graduate School for processing. If you have any questions or problems using this form, please contact gradschool@vcu.edu.