

INSTRUCTION ON HOW TO FILE FOR ADVANCEMENT TO DEGREE CANDIDACY

This process requires three forms:

- A. **Application to Advancement to Degree Candidacy** (ATC-cover page)
- B. **Degree Course Plan** (degree requirements check sheet)
- C. **Application for Comprehensive Exams**

Go to: https://www.andrews.edu/ceis/resources/student/doctoral_forms.html

A. **Application to Advancement to Degree Candidacy (ATC cover page)**

<https://www.andrews.edu/ceis/resources/student/forms/doctoral/advancement-to-degree-candidacy.pdf>

1. Fill in the fields electronically by clicking on them.
2. Save a copy of the completed **Advancement to Degree Candidacy cover page** on your hard drive. **You may want to print it in PDF and then save it on your hard drive.**

B. **The Degree Course Plan (**

