



Schedule for Admission to Candidacy (A Exam) Form A3
INSTRUCTIONS

- Use this form to schedule the Admission to Candidacy (A) Exam for Ph.D. candidates
- Or, submit this form if you are a Ph.D. student who is withdrawing and receiving a non-thesis master’s degree (see Code of Legislation, VI.F.2)
- All information requested on this form is required, and should be printed or typed
- All members of the student’s Special Committee MUST sign below; this includes the Director of Graduate Studies (DGS) and Graduate Field Assistant (GFA)
- You may send the completed form as a PDF via e-mail to the Graduate Student Services Records Team at gradstudserv@cornell.edu. Your field may retain the hard copy. Or, mail the hard copy to the Records Team at 143 Caldwell Hall. The form must be received at least seven calendar days prior to your exam.
- The Graduate School recommends that you send an email reminder of your upcoming exam to your committee and field the day before the exam
- For detailed policy information, refer to the Code of Legislation, available at www.gradschool.cornell.edu/policies. If you have additional questions, please call the Graduate School Student Services Office at 607-255-5820.

BIOGRAPHICAL INFORMATION

CU 7-digit ID #	Net ID	Email	
Last name	First name	Middle Initial	Gender
Field of Study	Degree Program	May, August, or January conferral?	
Date Exam Scheduled: _____ Time: _____ Building & Rm # _____			

At the time of exam, are you withdrawing from your Ph.D. program with a non-thesis master’s _____
Y or N

COMMITTEE SIGNATURES OF APPROVAL FOR PROPOSED SCHEDULE OF EXAM

Another member of the Graduate Faculty can, if necessary, sign for a committee member if the committee member has agreed to the scheduling.

Chairperson’s printed name	Chairperson’s signature	Date	
1 st minor member’s printed name	1 st minor member’s signature	Date	
2 nd minor member’s printed name	2 nd minor member’s signature	Date	
Ad hoc committee member printed name (if applicable)	Ad hoc member signature	Date	
Field appointed member for exams printed name	Field appointed for exams signature	Date	
Director of graduate studies signature	Date	Graduate field assistant signature	Date