

# Applying for Graduate Candidacy

1. Log in to MyKU
2. Click on the Academic Services Tile

The screenshot displays the MyKU dashboard with the following sections:

- Enrollment Information:** Includes tabs for 'Today', 'Week', and 'Enrollment Appointment'. A 'Register for Classes' button is present. A table shows 'No classes scheduled for today.'
- KU Financial Account:** Features an icon of a building with a stack of money.
- KU Tasks:** A list of tasks with counts: Holds (0), Positive Indicators (1), To Do Items (0), Key Dates / Information (0), and Communications (8).
- Desire2Learn:** Shows the D2L logo.
- Current Instructors & Advisors:** Two tables listing advisors and instructors with their contact information and office locations.
- KU Academic Services:** This tile is highlighted with a red border and contains icons for 'Q' (Questions) and 'A' (Answers) along with icons of two people.
- KU Financial Aid:** Shows an icon of a student with a graduation cap and a financial aid card.
- KU Academic Progress:** Shows an icon of three students with an upward-pointing arrow.
- KU Academic Records:** Shows an icon of a student with a graduation cap.
- KU Card:** A table showing account balances: Bear Bucks, \$0.00.
- KU Profile:** Shows an icon of a person's head inside a gear.
- KU Twitter Feed:** Displays tweets from @KutztownU, including a retweet from Kutztown University and a tweet from @KU\_Dining about summer campus views.

3. Click on “Apply for Grad Candidacy”

<b>Share My Information</b>	
<b>Advisor Notes</b>	<b>Share My Information - Summary</b> <hr/>
<b>Apply for Grad Candidacy</b>	Following is the list of contacts you delegated access to your own data. To edit the information for a contact, select the Edit button. To delegate access to a new contact, select the Delegate Access to a New Contact button. <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">No current delegated access found.</div>
<b>DSO Testing Form</b>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 5px auto;">Delegate Access To A New Contact</div> <hr/>
<b>View Transfer Credit Report</b>	
<b>Apply for Graduation</b>	

4. Complete the application and click "Apply"

<b>Share My Information</b>	<p>Please complete the application below. Enter comments to share with your advisor(s), specify the month and year you expect to graduate, and indicate if you'll be completing a thesis. Click the Apply button to submit your application.</p> <p>Empl ID Acad Prog Acad Plan Career Nbr Date Applied</p> <table border="1"><thead><tr><th colspan="2">Advisors</th><th>First</th><th>1 of 1</th></tr><tr><th>Advisor's Emplid</th><th>Name</th><td></td><td></td></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table> <p>(Optional) Enter any comments about your application in the space below. These comments will be visible to your advisor(s).</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>Expected Graduation Date - Specify a Month and Year</p> <p><input type="radio"/> May    <input type="radio"/> August    <input type="radio"/> December    Year <input type="text"/></p> <p><input type="checkbox"/> A thesis will be submitted for 6 semester hours</p> <p style="text-align: center;"><input type="button" value="Apply"/></p> <p style="text-align: center;"><a href="#">Back to Student Center</a></p>	Advisors		First	1 of 1	Advisor's Emplid	Name						
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