Guide to Completing an Application for Admission to Candidacy

University of Miami Graduate School

Dynamic Forms Basics

- Basic Definitions: there are two types of form users
    - Initiator (student): the user who starts a form.
    - Co-signer (faculty): a user to whom a form is sent, after the initiator has submitted the form. The co-signer may just need to review and sign the form, but in some cases, they might have to complete a section of the form. This form has more than one co-signer.

- Dynamic Forms uses UM Single Sign-On (SSO) for every form, so there is no need for additional login credentials. All users must use their official UM email address or the one used to sign in to the University's SSO system. This form is initiated by the student who is making the request and can only be signed by the specific co-signers to whom the form is sent (Committee Chairs/Advisors and Graduate Program Directors).
- Users will only be able to write or click on the section of the form they are allowed to fill out. Everything else will appear faded out for reading purposes only. Co-signers must read the form content carefully and identify their section before signing the form.
- Signatures will appear as a timestamp with the user's printed name and the date and time of signature.
- Important note: If students are going to list you on the form as a co-signer (for your role as a Committee Chair/Advisor and/or Graduate Program Director), please ensure they know which email to list to avoid delays in the form's processing.
- To access Dynamic Forms for any other reason (e.g. check on the status of a form, view history of processed forms), users may visit their Dynamic Forms homepage by clicking here or using the link located in the Graduate School's website under the *Forms* and *Resources* sections.

UNIVERSITY OF MIAMI
GRADUATE SCHOOL

- You will receive an automated email notification from gradforms@miami.edu when your signature is needed. Periodic notification emails will be sent as reminders every week until the form is signed.
- The email will include two links to Dynamic Forms. The second link will take co-signers directly to the form they need to sign. The link will read: *Click here to complete your section of the form*.
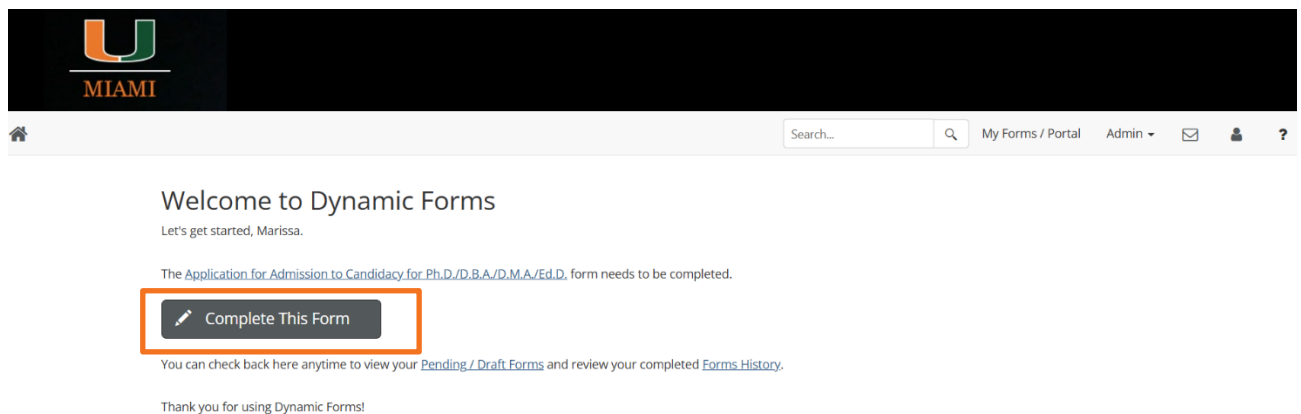
Signing a form as a Chair/Advisor

Sebastian has submitted an Application for Admission to Candidacy. Please visit Dynamic Forms to review this form.

Sincerely,

The Graduate School

Click here to complete your section of the form.

Clicking the link from your email communication leads to your Dynamic Forms dashboard, which should appear like this:

Welcome to Dynamic Forms
Let's get started, Marissa.

The Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D. form needs to be completed.

✏ Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

- Co-signers must read the form content carefully and identify their section before signing the form.
- Form users will only be able to write or click on the section of the form they are allowed to fill out. Everything else will appear faded out for reading purposes only. Form users must complete the form section which belongs to them and then refer to the progress options at the bottom of the page to submit the form.

Signing the Form as the Committee Chair

FOR SCHOOL/COLLEGE USE ONLY:

If you agree with this student being admitted to candidacy, please select "Approved" in the dropdown below. If you do not agree with this student being admitted to candidacy, please select "Denied". Committee Chair (Mentor for Medical School Students)/Advisor Decision
    * -- Please Select -- ⌄

Note: If a student has two chairs, only one chair is able to sign this form on behalf of both chairs.

Comments (optional)
Please note comments are public.

If everything looks correct and the form has your approval, select *Approved* from the drop-down menu.

FOR SCHOOL/COLLEGE USE ONLY:

If you agree with this student being admitted to candidacy, please select "Approved" in the dropdown below. If you do not agree with this student being admitted to candidacy, please select "Denied". Committee Chair (Mentor for Medical School Students)/Advisor Decision
    * Approved   ⌄

- When reviewing a form, co-signers will have two progress options at the bottom left corner:
  – Save Progress: Create a draft of the form so it can be completed and signed at a later time. The draft will appear on the *Pending/Draft Forms* section.
  – Next: This option is used to confirm the *Approved/Denied* selection and to continue to the signature page.
- After users complete their required section of the form and click *Next*, the signature page will appear.

[Save Progress]   [Next]

- Users must write their names exactly as they appear on the page in the provided field to sign the form.
- This uses recaptcha validation, so users must check the *I'm not a robot* box and follow any on-screen instructions to validate their response.
- The form will be submitted once the user clicks on the *Sign Electronically* button. Signatures appear as timestamps on the form with the printed name of the user and the date and time of signature.

UNIVERSITY OF MIAMI
GRADUATE SCHOOL

Signing Forms as the Committee Chair (continued)

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Marissa	Rodriguez

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Previous   **Sign Electronically**

This message will then appear, indicating that it will now be sent to the Graduate Program Director:

Thank you for completing this form. The form will now be the to the student's Graduate Program Director for review.

📄 View Form PDF

In addition, you will also receive an email notification:

Dear Colleague,

Thank you for signing the Application for Admission to Candidacy for Sebastian . It will now be sent to the student's Graduate Program Director for review.

Sincerely,

The Graduate School

Signing as Committee Chair and the Graduate Program Director

- There are some instances where the Committee Chair also serves as the Graduate Program Director. In this case, you will be prompted to sign the same form twice: once as the committee chair, and then you will receive a notification to sign again as the Graduate Program Director.

UNIVERSITY OF MIAMI
GRADUATE SCHOOL

Signing as a Graduate Program Director

After it has been signed by the committee chair, co-signers listed as the Graduate Program Director will receive this email:

Dear Colleague,

Sebastian has submitted their Application for Admission to Candidacy. Please visit Dynamic Forms to review and approve their Committee for it to be submitted to the Graduate School for final approval.

Sincerely,

The Graduate School

Click here to complete your section of the form.

Clicking on the link will bring you to this browser page: Click the 'Complete This Form' button:

- If you approve of the committee composition and agree with the admission, select Approved from the drop-down menu and select the *Next* option to proceed or *Save Progress* to come back to this screen later.

Next, type your name as it appears above the boxes and click *Sign Electronically*

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Marissa   **Rodriguez**

[   ]   [   ]

[ ] I'm not a robot   reCAPTCHA
                             Privacy - Terms

[Previous]   [Sign Electronically]

This prompt serves as confirmation that the application was submitted to The Graduate School for final review, and no further action is needed.

Thank you for signing this form. It will now be submitted to the Graduate School for review. For questions or technical support, please contact gradforms@miami.edu.

[🗎 View Form PDF]

You have no forms that need action right now

Other Forms you might be interested in.

[Forms I am Copied on]   [Forms Awaiting Other Signatures]   [My Forms History]

UNIVERSITY OF MIAMI
GRADUATE SCHOOL

Forms Awaiting Other Signatures Section

- In this section, users will find all forms and form drafts in which they are a co-signer that are still pending review by another co-signer or the Graduate School. Forms will remain in this section, even if all the signatures have been collected, until they have been processed by The Graduate School.

In this section, users may view the form in PDF format or using the web browser (HTML) by clicking on their respective icons or by selecting an option from the drop-down menu.

My Forms History Section

- In this section, users will see all forms in which they are either initiators or co-signers that have been processed by the Graduate School. A form will move to this section from the Pending/Drafts section once it has been fully processed by the Graduate School.

- Users may view a form in PDF format or using the web browser (HTML) by clicking on their respective icons or selecting the option from the Action drop-down menu.

Dynamic Forms Troubleshooting:

- Having trouble accessing the form you need to sign? Clicking the *My Forms/Portal* button leads you back to your Dynamic forms User Portal, where you will be able to see what is in your queue:

- On the right-hand side of the screen, options to view the PDF and HTML versions of the document will appear, in addition to an *Action* drop down menu.
- Selecting the *Complete Form* option will take you to the following screen:
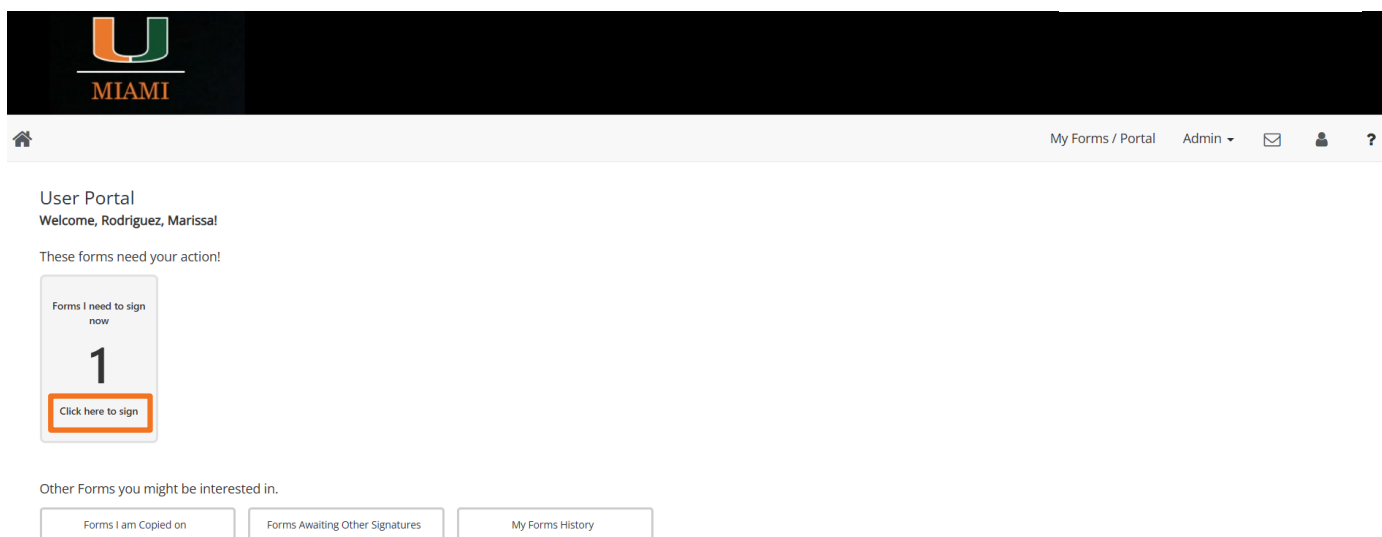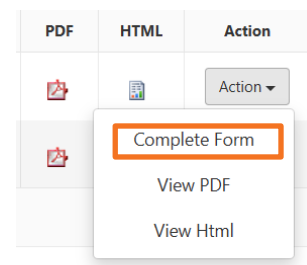
- From there, you should be able to proceed with approving and electronically signing the form.

- Are you able to access the form and do not see anything to review? There is a chance that the student entered the wrong email upon initial application. When this occurs, you can contact The Graduate School by emailing gradforms@miami.edu or by calling 305-284-4154.

UNIVERSITY OF MIAMI
GRADUATE SCHOOL