



Guide to Completing an Application for Admission to Candidacy

University of Miami
Graduate School

Dynamic Forms Basics:

- Congratulations! You have reached the point in your academic career where it is time to apply for Admission to Candidacy! This is an extraordinary educational milestone, and there are a few things to know before you begin:
- Dynamic Forms uses UM Single Sign-On (SSO) for every form, so there is no need for additional login credentials. For every form, everyone must use their official UM email address.
- This form must be 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).
- Students will receive email confirmation from gradforms@miami.edu when they complete the form and when each of the co-signers sign the form. Your co-signers will receive an email notification whenever they need to sign.
- 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.

Before you Begin:

1. Ensure you have submitted all final transcripts to your department and there are no materials missing from your Graduate School application.
2. Make sure you have a GPA of 3.0 or better and have taken at least 12 credits in your degree program at the University.

Information you will need:

1. Your Major
2. Your UM ID (C-Number) and Employee ID (5 number)
3. Date you Passed your qualifying exam
4. Your Expected Graduation Term
5. Title of your Dissertation/Lecture Recital/Essay
6. Contact information for all committee members including names, emails, and departments/affiliations
7. Contact information for your Graduate Program Director
 1. If you are not sure of this information, click here for a list of names and email addresses. If possible, please verify with them before submitting this form!

Completing the Application for Admission to Candidacy

1. Enter your Graduate Program Director’s First Name, Last Name, and Email.

Important Note: Some Committee Chairs and Graduate Program Directors have more than one email alias, so be sure to confirm with them which email they would like listed!

Instructions

For this form to be submitted to the Graduate School for consideration, it will need to be approved and electronically signed by your Advisor or Committee Chair (Mentor for Medical School Students) and your Graduate Program Director. Please enter below the official UM email address for your Advisor or Committee Chair (Mentor for Medical School Students)* and your Graduate Program Director. For a list of Graduate Program Directors, [click here](#).

***Note for students with two chairs:** Although you will be able to provide the names of both chairs within the application, you may enter the name and UM email address for only one chair below who will sign the form on behalf of both chairs.

Form Participants

Graduate Program Director

First Name

Last Name

Email

Chair/Advisor

First Name

Last Name

Email

2. Enter the first name, last name, and email of the Committee Chair (Note: students at the Miller school of Medicine, this is your mentor)

Graduate Program Director

First Name

Last Name

Email

Chair/Advisor

First Name

Last Name

Email



Signing Forms

3. Once you proceed to the form, enter or select the following information:

For questions or technical support, please contact gradforms@miami.edu.

Preferred Name	<input type="text"/>	Legal First Name	<input type="text"/>
Last Name	<input type="text"/>	Pronouns (optional)	<input type="text"/>
C-Number (ex.: C12345678)	<input type="text"/>	Employee ID	<input type="text"/>
Email Address	<input type="text" value="sebastian@miami.edu"/>	Mobile Number	<input type="text"/>
Major	<input type="text"/>	School/College	<input type="text" value="-- Please Select --"/>
Expected Graduation	<input type="text" value="-- Please Select --"/>	Year	<input type="text"/>
Qualifying Exam Passed on	<input type="text"/>		
Requesting Candidacy to:	<input type="radio"/> Ph.D. <input type="radio"/> Ed.D. <input type="radio"/> D.M.A.		
Title of Dissertation/Doctoral Essay/Lecture Recital Essay	<input type="text"/>		

4. Check the following boxes to certify the following:

* ☐ I understand that this application will be reviewed first by my department and must be approved.

* ☐ I certify that I have submitted all official and final transcripts to my department and have no items missing from my Graduate School application.

* ☐ I currently have a cumulative GPA of 3.0 or better and have completed at least 12 credits at the University of Miami.

* ☐ I understand that any delays in submitting my application for candidacy may result in a later graduation date.

5. Select your responses to the following two questions from the drop-down menus:


Does your committee have two chairs/mentors?

Does your committee have more than 4 members?

6. Enter the following information for each committee member:

Committee Chairperson

Note: Medical School graduate students should insert mentor's name in this first space and chairperson's name in the second space below.

First Name  *

Department/Affiliation *

Last Name 

Email Address 

Committee Member

Note: Medical School graduate students should insert chairperson's name in this space and mentor's name in the first space above.

First Name

Department/Affiliation

Last Name  *


Email Address  *

Committee Member

First Name *

Department/Affiliation  *

Last Name *

Email Address  *

Outside Member/Committee Member

First Name

Department/Affiliation

Last Name 

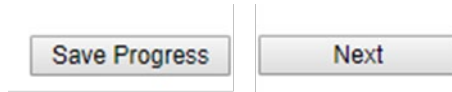
Email Address



Completing The Application

When reviewing, users 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 later. The draft will appear on the Pending/Draft Forms section.
- **Next:** This option is used to confirm the information on the form and to continue to the signature page.



- After you complete the required section of the form and click Next, the signature page will appear. Students must write their names exactly as they appear on the page in the provided field to sign the form.
- Forms use 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. The form will now have a timestamp with the name of the user and date/time of signature.

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.

A screenshot of the electronic signature form. It features two input fields for names: 'Marissa' and 'Rodriguez'. Below the fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there are two buttons: 'Previous' and 'Sign Electronically'. The 'Sign Electronically' button is highlighted with an orange border.

After your electronic signature has been recorded, this message will appear:

Thank you for completing the form. The form will now be sent to your Advisor/Committee Chair (Mentor for Medical School Students) for review. If approved, it will be sent to your Graduate Program Director. If your Graduate Program Director approves your request, it will be automatically submitted to the Graduate School for final review.

View Form PDF



Clicking this button allows you to view and download your submitted Form PDF

Signing the Application

After signing and submitting your Application for Admission to Candidacy, you will receive the following email message:

Dear Marissa,

Thank you for completing the Application for Admission to Candidacy. Your form has been sent to your Advisor/Committee Chair (Mentor for Medical School Students) for review. If approved, it will be sent to your Graduate

Program Director. If your Graduate Program Director approves your request, it will be automatically submitted to the Graduate School for final review. To view the status of your form at any time, visit *My Forms* in Dynamic Forms.

Sincerely,

The Graduate School

After your Advisor/Committee Chair has signed, you will receive the following email message:

Dear Marissa,

Your Application for Admission to Candidacy has been reviewed by your Advisor/Committee Chair.

Please visit Dynamic Forms to view the status of your form in the *My Forms* section.

Sincerely,

The Graduate School

After the Graduate Program Director has signed, you will receive the following email message:

Dear Marissa,

Your Application for Admission to Candidacy was reviewed by your Graduate Program Director and has been officially submitted to The Graduate School for final review. To view the status of your form at any time, visit *My Forms* in Dynamic Forms.

Sincerely,

The Graduate School

After the form has been signed and approved by the Graduate School, you will receive the following message:

Dear Marissa,

Congratulations! Your Application for Admission to Candidacy has been approved by the Graduate School. A Graduate School staff member will shortly send your approved admission to candidacy to the Office of the Registrar for processing.

Please be advised that if your degree requirements include submitting a final Electronic Thesis or Dissertation (ETD) to the Graduate School, all information on how to prepare and submit the final ETD can be found on the Graduate School's ETD website:

<https://www.grad.miami.edu/electronic-thesis-and-dissertation/>.

When you reach the stage in your studies where a final thesis or dissertation must be submitted, it is important that you review the ETD website to ensure you are fully aware of the requirements. On the site, you will find:

1. Instructions on how to submit the final ETD to the Graduate School.
2. Submission deadlines for the current and next two semesters.
3. The Graduate School's ETD formatting guidelines and related resources.

After reviewing these materials, please contact grad.dissertation@miami.edu if you have additional questions about ETD submissions.

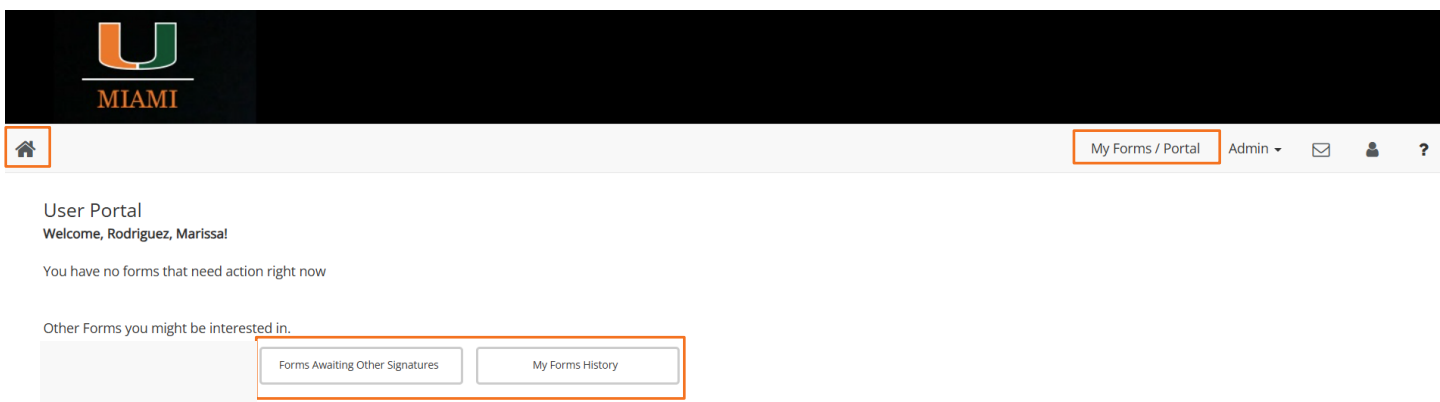
If you are unsure whether your degree requires a final ETD, please contact your Graduate Program Director or visit <https://www.grad.miami.edu/electronic-thesis-and-dissertation/etd-process/index.html> to check whether your degree is listed as one that requires an ETD.

Sincerely,

The Graduate School

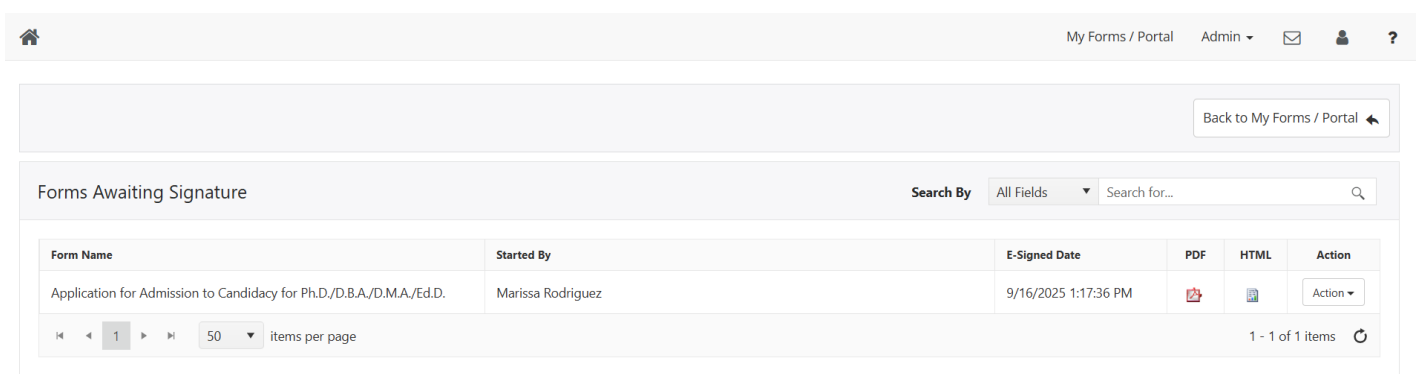
Signing in to Dynamic Forms

- To access Dynamic Forms to check on the status of a form, users may visit their Dynamic Forms Home by clicking [here](#) or using the link located in the Graduate School’s website under the [Forms](#) tab, which can be found under [Policies And Forms](#).
- There will be two buttons: *Forms Awaiting Other Signatures*, and another for *My Forms History*. You may switch between these two sections at any time using the *My Forms / Portal* button on the top right corner or by returning to the homepage using the home icon on the top left corner.



Forms Awaiting Other Signatures Section

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



My Forms History Section

- In this section, you will see all of your forms that have been processed by the Graduate School. A form will move to this section from the My Forms History section once it has been fully processed by the Graduate School.

Forms I Need To Sign Now 1

Back to My Forms / Portal

Forms History

☐ Include forms older than 2 years

Search By All Fields

Search for...

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits	Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Multi-Pending	Marissa Rodriguez	9/9/2025 1:00:13 PM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Processed		9/8/2025 11:03:19 AM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Deleted		9/8/2025 10:53:36 AM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Processed		9/2/2025 4:40:26 PM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Processed		9/2/2025 4:40:26 PM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Archived	Marissa Rodriguez	7/29/2025 3:26:12 PM				Action

1

50

items per page

1 - 6 of 6 items

- In this section, you may view the form in PDF format or using the web browser (HTML) by clicking on their respective icons or selecting the “view PDF” or “view HTML” options from the Action drop-down menu. This feature allows both students and faculty to monitor the form’s workflow.

PDF	HTML	Audits	Action
			Action
			View PDF
			View Html
			View Audits
			Action



Frequently Asked Questions

1. How do I sign in to Dynamic Forms?

To access Dynamic Forms, click [here](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/2a144b72-f239-42d4-8c0e-6f0f17c48e33/&SpSessionAuthnAdapterId=miamiDF&TargetResource=https://dynamicforms.ngwebsolutions.com) and log in using Single Sign-On (SSO). Direct link: <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/2a144b72-f239-42d4-8c0e-6f0f17c48e33/&SpSessionAuthnAdapterId=miamiDF&TargetResource=https://dynamicforms.ngwebsolutions.com>

2. How can I check the status of my form?

Visit the *My Forms History* section and select the PDF view of the form. At the bottom of the form, you will see the signatures that are pending and the timestamps of the signatures that have already been collected.

3. How can I edit my form after I signed it and it was sent to the co-signers?

After you sign the form, you cannot edit the information submitted on the form.

4. How can I correct a typo or change the email address of one of my co-signers?

You cannot correct a typo or change the email address of one of your co-signers, so it is important that you review and verify all information before submitting.

5. How do I know the Graduate School received my form?

Once all co-signers have reviewed and signed your form, it will be sent to the Graduate School, and you will receive an email confirmation.

6. Can I use my personal email address or the personal email address of one of my co-signers to complete the form?

Since Dynamic Forms uses SSO, only official UM email addresses for students can be used.

If you have any questions or issues with Dynamic Forms, please contact the Graduate School at graduateschool@miami.edu or 305-284-4154.