

Candidacy Form

Line-By-Line Instructions

Do you have transfer credit from another institution? [Answer yes or no](#)

Have you applied to graduate in your MyMemphis portal? [Answer yes or no](#)

Which graduate catalog was used to satisfy degree requirements? [Here you will put the year you began.](#)

Full Legal Name: [put in your full legal name](#)

Banner ID: [this is your U number](#)

Current Address: [Put in your current address](#)

Email address: [put in your permanent email](#)

Home phone: [put in your phone number where you are most likely to be reached](#)

Work phone: [put in your work phone number or leave blank](#)

Degree: [Master of Business Administration](#)

Major: [Business Administration](#)

Concentration 1: [mark none or enter the name of the concentration you completed](#)

Concentration 2: [mark none](#)

Thesis Hours: [leave blank](#)

Thesis Title: [leave blank](#)

Major Professor: [leave blank](#)

For Classes:

Dept: [List department name of the course \(i.e. ACCT, SCMS, FIR, etc.\)](#)

Course No: [This is the number of the course, for example 7650...this is NOT the CRN#](#)

Course Title: [List the name of the course](#)

Sem. Hrs: [List the amount of credit hours for the course](#)

Grade: [List the grade you received. Currently enrolled courses please include on Candidacy Form, under grade list as "IP" \(In Progress\).](#)

Year: [List the year you took the course](#)

Make sure to include Elective credit course or ELC

MIS	7435	Web Site Developer	3	A	2018
SCMS	7313	Global Operations Mgmt	3	A	2018
ACCT	7050	Corp Governance/Bus Ethics	2	A	2018

Total number of hours required in degree program: [This is ALWAYS 36 for PMBA/OMBA and 42 for PMBA with specific Concentration.](#)

You can find a link to the Candidacy Form [here](#).

For additional information about completing the Candidacy Form, click [here](#).