



# APPLYING FOR CANDIDACY

## Instructions for Applying for Candidacy

1. Go to <https://datavu.valpo.edu> to obtain your *Degree Audit*.
2. Click on LOGIN and enter User ID and Password (The same information you use to log into your VU email).
3. Click on Students.
4. Click on Program evaluation (Degree Audit).
5. Check-mark your program of study.
6. Click on Submit ONCE.
7. Print your Degree Audit. You will see courses you have completed and the ones in which you are currently enrolled.
8. Make an appointment to meet with your advisor. Together, you make sure that the remaining program requirements will be completed by the semester you're planning to graduate.
9. Once you have completed these steps, you and your adviser will sign at the bottom of the degree audit.
10. Submit your degree audit, along with your completed Application for Degree, to the Graduate School Office for final approval by the Dean.

The purpose of completing the degree audit is to plan out your time for completing your degree. The courses you submit on this form are not final and may change once future schedules and classes become available.