

How to Apply for Your MA in Political Science

The Political Science Department Graduate Director will review and approve your MA Advancement to Candidacy, as well as the Final Degree Paperwork for the MA Degree.

Students will Advance to Candidacy for the MA in one quarter, and then earn the Final MA degree the following quarter.

Note: The Advancement to Candidacy for the MA form is DIFFERENT from your Advancement to Candidacy for the Ph.D. You do NOT need to conduct your "oral examination" before obtaining your MA degree. Refer to [Grad Rules](#) to see what is required to file for an MA degree.

Required Forms and Sequence of Submission

- 1) MA Form 1 (Step 1) - MA Advancement to Candidacy Comprehensive Exam Option form
 - Can be submitted 1 quarter before Pol Sci MA requirements are completed
 - This form must be completed/approved first (before MA Form 2 can be submitted)
 - This form is a DocuSign form; clicking on the form link will initiate the DocuSign process
- 2) MA Form 2 (Step 2) - Final Degree Paperwork for the Master's Degree
 - You must complete all Pol Sci MA requirements before submitting MA Form 2
 - Submit ONLY if you already Advanced for the MA (i.e., only after MA Form 1 has been submitted and approved)
 - Submit in the quarter after the quarter in which form 1 was submitted
 - This form is a DocuSign form; clicking on the form link will initiate the DocuSign process

*You can only submit one form PER quarter (you cannot submit both #1 and #2 in the same quarter).
If you submit Form #1 in fall quarter, the earliest you can submit Form #2 is in winter quarter.
It is your responsibility to remember to initiate Form #2 to obtain your MA degree on time.*

Due Dates

Please see Grad Division's site: <https://grad.uci.edu/academics/filing-deadlines.php>

- If you are Advancing for Candidacy for MA, please refer to Advancement Deadlines for Master's date.
- If you are applying for Final Degree Paperwork for the MA, please refer to Final Degree Paperwork date.

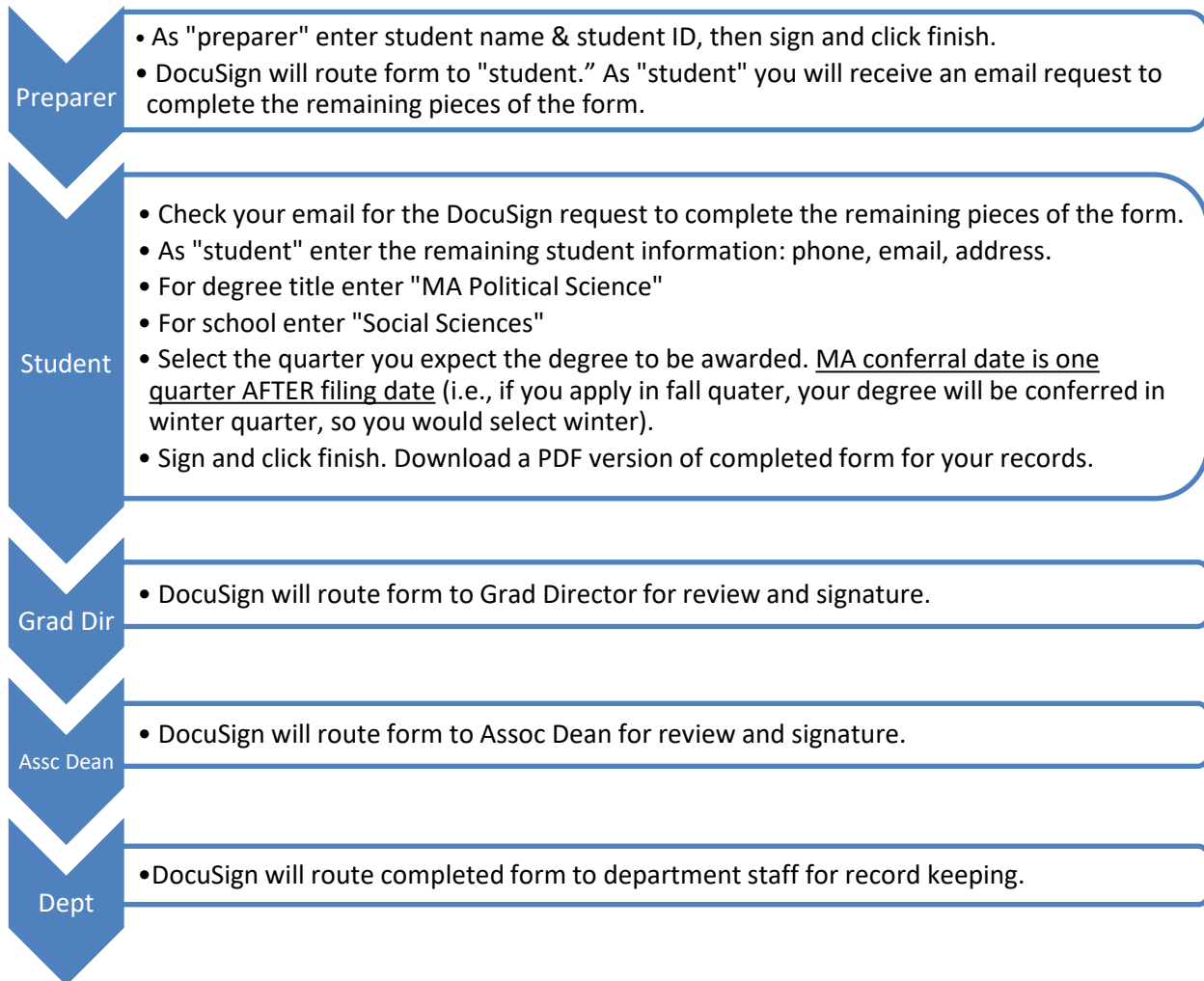
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Instructions for MA Form 1: MA Advancement to Candidacy Comprehensive Exam Option Form

- Click on [MA Form 1 \(Step 1\)](#)
- Enter the following information to set up DocuSign routing

	Name	Email
Form Preparer	<your name>	<your email>
Student <i>(required even if same as Form Preparer)</i>	<your name>	<your email>
Department Chair or Graduate Advisor	Grad Director	gradpolisci@uci.edu
Associate Dean	Barbara Sarnecka	sarnecka@uci.edu
Department Copy	Grad Analyst	gradpolisci@uci.edu

- Click on “Begin Signing”
- Enter data in the form as noted below. The form will be routed as follows:



- Grad Division should send you an email, most likely at the end of the quarter MA Form 1 was submitted, confirming their receipt of the form.

*Submitting MA Form 1 does NOT complete the paperwork for the MA.
You must still submit MA Form 2 in the quarter following MA Form 1 submission.*

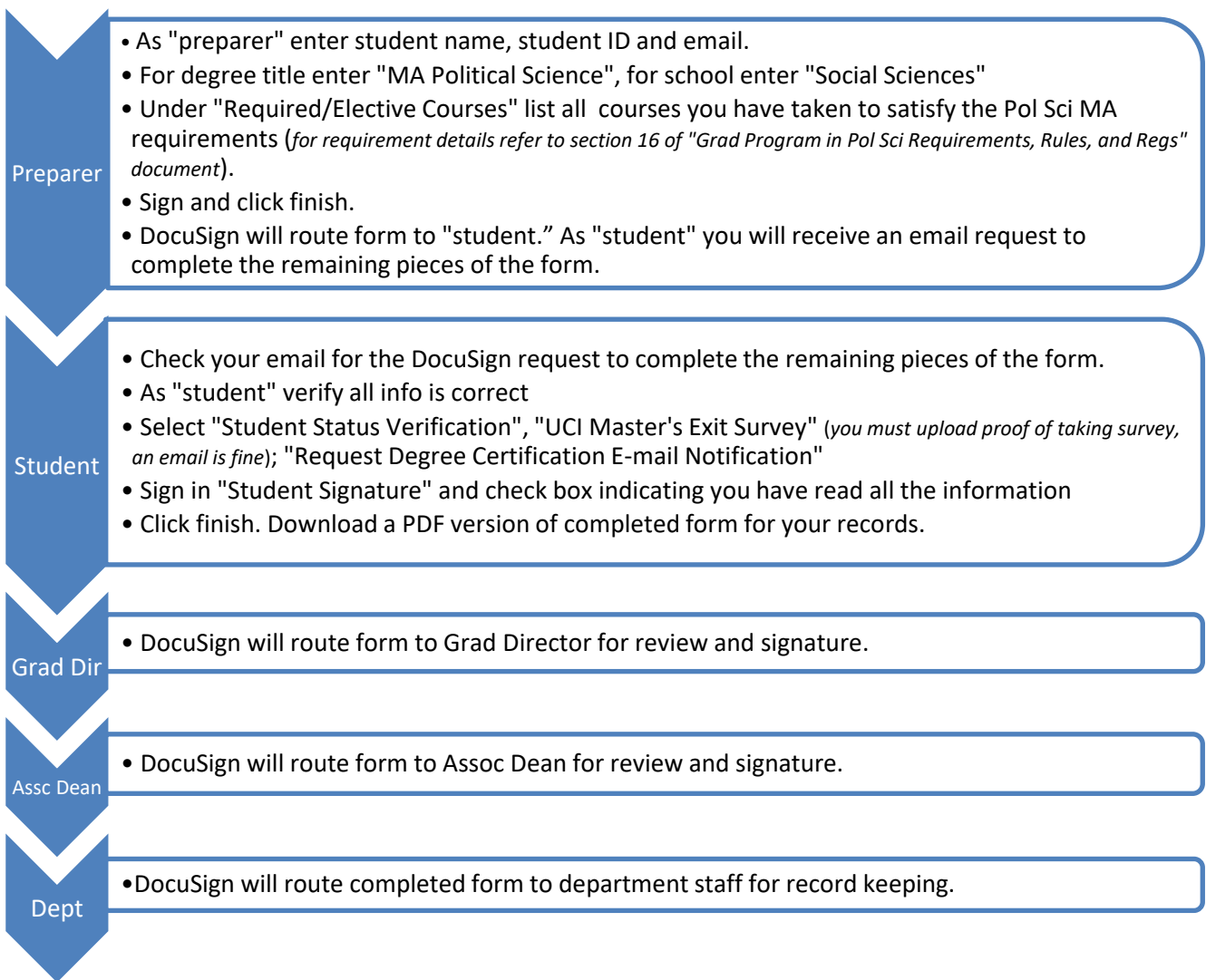
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Instructions for MA Form 2: Final Degree Paperwork for MA Degree

- The form requires specific course details; you will need copies of your transcripts available
- Click on [MA Form 2 \(Step 2\)](#)
- Enter the following information to set up DocuSign routing

	Name	Email
Form Preparer	<your name>	<your email>
Student <i>(required even if same as Form Preparer)</i>	<your name>	<your email>
Department Chair or Graduate Advisor	Grad Director	gradpolisci@uci.edu
Associate Dean	Barbara Sarnecka	sarnecka@uci.edu
Department Copy	Grad Analyst	gradpolisci@uci.edu

- Click on “Begin Signing”
- Enter data in the form as noted below. The form will be routed as follows:



- Grad Division should send an email, most likely at the end of quarter MA Form 2 submitted, confirming receipt of form. Degrees are conferred at end of quarter.