

PhD Candidate Graduation Checklist

To be approved for graduation in a given term, all PhD candidates must meet their program requirements and complete the steps below by the Last Day to Deposit on the [Graduation Calendar](#).

Questions? Contact grad-degree@provost.upenn.edu

<input type="checkbox"/>	<p>At the start of your final term:</p> <ol style="list-style-type: none"> 1. Check the graduation calendar for important dates 2. Apply to graduate at https://apps.sas.upenn.edu/sso/gas/degree/app-start.php
<input type="checkbox"/>	<ol style="list-style-type: none"> 3. Inform your graduate group coordinator of your intent to graduate this term.
<input type="checkbox"/>	<ol style="list-style-type: none"> 4. Update your diploma address in Penn in Touch, under Profile, privacy and & emergency, click Address information, then the Diploma address tab
<input type="checkbox"/>	<ol style="list-style-type: none"> 5. Schedule deposit appointment for 2 weeks after your defense at https://calendly.com/penngraddegree/deposit. You will not attend this appointment; it reserves time in the reviewer's schedule to review your dissertation.
<input type="checkbox"/>	<p>Before your deposit appointment:</p> <ol style="list-style-type: none"> 6. Complete the Dissertation Formatting Checklist and find a friend to check your pagination and margins.
<input type="checkbox"/>	<ol style="list-style-type: none"> 7. Successfully defend your dissertation within your school
<input type="checkbox"/>	<ol style="list-style-type: none"> 8. Clear your student billing account and all registration/transcript holds at Penn.Pay
<input type="checkbox"/>	<ol style="list-style-type: none"> 9. Complete the Survey of Earned Doctorates 10. Complete the PhD Exit Survey with your UPenn email. For help, email surveys@pobox.upenn.edu 11. Save the certificate of completion for both surveys – you will upload these to ETD Administrator under the menu item: <i>Administrative Documents</i>.
<input type="checkbox"/>	<ol style="list-style-type: none"> 12. Upload your final, committee-approved, appropriately formatted dissertation to ETD Administrator no later than 2 days before your deposit appointment.
<input type="checkbox"/>	<ol style="list-style-type: none"> 13. If a significant portion of another person's copyrighted work is included in your dissertation, you must obtain written permission from the copyright owner. 14. Upload the permission letter in ETD Administrator as a supplemental file titled "Permission Letter – Do Not Publish."
<input type="checkbox"/>	<p>Deposit appointment (you do not need to attend):</p> <ol style="list-style-type: none"> 15. Within 3 business days after your appointment, you will be contacted about any missing requirements or improper formatting. 16. All edits must be completed and approved by the Last Day to Deposit deadline.

Diploma Timeline

- If all requirements are met and formatting is correct, individual degrees will be posted to the transcript within a month after the end of the term.
- If requirements are not met, or formatting cannot be approved by the end of the term, the candidate may need to apply for graduation in the following term.
- Diplomas will be mailed by the [Office of the University Secretary](#) 8-10 weeks after the degree conferral date.