GRADUATE DEGREES
PHD & RESEARCH MASTERS
PhD Graduation Checklist

In order to graduate, PhD candidates must complete all program requirements and the steps below by the Last Day to Deposit on the Graduation Calendar.

**AT THE START OF YOUR FINAL TERM:**
1. Check the Graduation Calendar for deadlines
2. Apply to graduate at https://srfs.upenn.edu/student-records/GradApp
3. Let your graduate group coordinator know you are planning to graduate
4. Update your Diploma Mailing address in Path@Penn; view instructions
5. Schedule your defense
6. Schedule your deposit appointment

**BEFORE YOUR DEPOSIT APPOINTMENT:**
7. Complete the PhD Dissertation Formatting Checklist
8. Successfully defend your dissertation
9. Make sure the Final Defense/Oral Exam form is completed
10. Clear any balances at Penn.Pay and any holds on Path@Penn
11. Check your transcript for missing grades
12. Complete the Survey of Earned Doctorates
13. Complete the PhD Exit Survey
14. Obtain any copyright permissions needed
15. Upload your final, committee-approved dissertation and copyright permission letters to ETD Administrator

**AFTER YOUR DEPOSIT APPOINTMENT:**
(Note: this is not a meeting and you will not be present)
16. Make any required edits and upload new draft
17. All edits must be completed by the Last Day to Deposit deadline
18. Receive final confirmation of dissertation acceptance from ETD Administrator

Degrees are posted to the transcript approximately six weeks or longer after the end of term. Diplomas are mailed 8-10 weeks after the end of term.

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

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