

Research Master's Graduation Checklist

To be cleared for graduation in a given term, all Research Master's candidates must meet their program requirements and complete the steps below by the Last Day to Deposit deadline in the [Graduation Calendar](#).

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

<input type="checkbox"/>	At the start of your final term: <ol style="list-style-type: none">1. Check the graduation calendar for important dates2. Apply to graduate at https://apps.sas.upenn.edu/sso/gas/degree/app-start.php
<input type="checkbox"/>	3. Inform your graduate group coordinator of your intent to graduate this term
<input type="checkbox"/>	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"/>	5. Clear your student billing account and all registration/transcript holds at Penn.Pay

If you are in the following graduate groups ONLY, follow steps 6 - 10 to deposit your thesis:

Applied Mathematics and Computational Science (optional)
Anthropology (optional)
Earth and Environmental Science (optional)
East Asian Languages and Civilizations (optional)
Epidemiology and Biostatistics
History (optional)
Linguistics
Mathematics
Near Eastern Languages and Civilizations (optional)
South Asia Regional Studies

<input type="checkbox"/>	6. Schedule a deposit appointment at https://calendly.com/penngraddegree/deposit This is not a meeting, and you will not attend. The appointment reserves time in the reviewer's schedule for reviewing your dissertation.
<input type="checkbox"/>	7. Review the Master's Thesis Style Guide to make sure your thesis is properly formatted
<input type="checkbox"/>	8. Email your final, approved, appropriately formatted thesis to grad-degree@provost.upenn.edu
<input type="checkbox"/>	After your deposit date: <ol style="list-style-type: none">9. Within 3 business days after your appointment, you will be contacted about any missing requirements or improper formatting and asked to resubmit.10. 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.