**Research Master’s Graduation Checklist**

In order to graduate, Research Master’s 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. If you are a current Master’s student, you must apply for your AM or MS at [https://srfs.upenn.edu/student-records/GradApp](https://srfs.upenn.edu/student-records/GradApp)
   
   If you are a current PhD student, you must submit the [Add Masters for PhD Student](#) form.
3. Let your graduate group coordinator know you are planning to graduate
4. Update your Diploma Mailing address in [Path@Penn](#); view [instructions](#)
5. Clear any balances at [Penn.Pay](#) and any holds on [Path@Penn](#)

**NOTE:**
Students in [Epidemiology and Biostatistics, Linguistics, and Mathematics](#) must complete the following steps to deposit a thesis. Most other programs do not require a thesis to be deposited with the Office of the Provost; check with your program for more details.

**BEFORE YOUR DEPOSIT APPOINTMENT:**

6. Schedule a [thesis deposit appointment](#)
7. Review the [Master’s Thesis Formatting Guide](#)
8. Upload your final, approved thesis to the [Master’s Thesis Deposit Form](#)

**AFTER DEPOSIT APPOINTMENT:**

(Note: this is not a meeting and you will not be present)

9. Make any required edits (you will receive feedback within 3 business days)
10. All edits must be completed by the [Last Day to Deposit](#) deadline

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](mailto:grad-degree@provost.upenn.edu).