# 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.

Scan QR code for additional information