GRADUATE DEGREES

PHD & RESEARCH MASTERS

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

  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 & Biostatistics and Linguistics** 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.

Scan QR code for additional information

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