

## 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://sdfs.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).



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