

PhD Candidate Graduation Checklist

To be approved for graduation in a given term, all PhD candidates must meet their program requirements and complete the steps below by the Last Day to Deposit on the [Graduation Calendar](#).

Questions? Visit the [Graduate Degrees](#) website or contact grad-degree@provost.upenn.edu

<input type="checkbox"/>	<p>At the start of your final term:</p> <ol style="list-style-type: none"> 1. Check the graduation calendar for important dates 2. Apply to graduate at https://sfs.upenn.edu/student-records/GradApp
<input type="checkbox"/>	<ol style="list-style-type: none"> 3. Inform your graduate group coordinator of your intent to graduate this term
<input type="checkbox"/>	<ol style="list-style-type: none"> 4. Update your Diploma Mailing address in Path@Penn (see How to Update General Personal Information for instructions)
<input type="checkbox"/>	<ol style="list-style-type: none"> 5. Schedule deposit appointment at https://calendly.com/penngraddegree/deposit. You will not attend this appointment; it reserves time in the reviewer’s schedule to review your dissertation. We recommend the deposit be 2 weeks after your defense, but it must be no later than the last day to deposit on the Graduation Calendar. <p>*Special rules apply to students depositing in peak periods: you must attend a formatting appointment.</p>
<input type="checkbox"/>	<p>Before your deposit appointment:</p> <ol style="list-style-type: none"> 6. Complete the Dissertation Formatting Checklist
<input type="checkbox"/>	<ol style="list-style-type: none"> 7. Successfully defend your dissertation within your school BEFORE the deposit Make sure the Final Defense/Oral Exam form for committee approval is completed
<input type="checkbox"/>	<ol style="list-style-type: none"> 8. Clear your student billing account and all registration/transcript holds at Penn.Pay 9. Check your transcript for missing grades - alert your graduate group
<input type="checkbox"/>	<ol style="list-style-type: none"> 10. Complete the Survey of Earned Doctorates and keep the certificate of completion as proof 11. Complete the PhD Exit Survey with your UPenn email- our office will be automatically notified when this is complete. For help, email surveys@pobox.upenn.edu
<input type="checkbox"/>	<ol style="list-style-type: none"> 12. If a significant portion of another person’s copyrighted work or your own previously-published or co-authored work is included in your dissertation, you must obtain written permission from the copyright owner, which may be the journal, publisher, and/or any co-authors, unless you are the sole copyright holder (depends on your publishing agreement) 13. Upload the permission letter in ETD Administrator as a supplemental file titled “Permission Letter – Do Not Publish”
<input type="checkbox"/>	<ol style="list-style-type: none"> 14. Upload your final, committee-approved, appropriately formatted dissertation and all copyright permission letters to ETD Administrator before your deposit appointment
<input type="checkbox"/>	<p>Deposit appointment (this is not a meeting and you will not be present):</p> <ol style="list-style-type: none"> 15. Within 3 business days after your appointment, you will be contacted about any missing requirements or improper formatting. 16. All edits must be completed and approved by the Last Day to Deposit deadline.

Degree Posting Timeline

- If all degree requirements are met and formatting is approved, degrees will be posted to the transcript approximately 6 weeks or longer after the end of term.
- Diplomas will be mailed by the [Office of the University Secretary](#) 8-10 weeks after the end of the term.