

Research Master's Graduation Checklist

To be cleared for graduation in a given term, all Research Master's candidates must meet their program requirements and complete the steps below by the Last Day to Deposit deadline in 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. If you are a current Master's student, you must apply for your AM or MS at https://sfs.upenn.edu/student-records/GradApp 3. If you are a current PhD student, you must indicate you wish to apply for a master's via the Master's degree request form.
<input type="checkbox"/>	<ol style="list-style-type: none"> 4. Inform your graduate group coordinator of your intent to graduate this term
<input type="checkbox"/>	<ol style="list-style-type: none"> 5. Update your Diploma Mailing address in Path@Penn. (see How to Update General Personal Information for instructions). 6. Clear your student billing account at Penn.Pay and any registration/transcript holds.

If you are in the following graduate groups, you MUST follow steps 7 - 11 to deposit your thesis:

Epidemiology and Biostatistics
Linguistics
Mathematics

If you are in the following graduate groups, you may optionally follow steps 7 – 11 to deposit your thesis, but are not required to do so:

Applied Mathematics and Computational Science
Anthropology
Earth and Environmental Science
East Asian Languages and Civilizations
History
Near Eastern Languages and Civilizations
South Asia Regional Studies

<input type="checkbox"/>	<ol style="list-style-type: none"> 7. Schedule a thesis deposit appointment. This is not a meeting, and you will not attend. The appointment reserves time in the reviewer's schedule for reviewing your thesis.
<input type="checkbox"/>	<ol style="list-style-type: none"> 8. Review the Master's Thesis Formatting Guide to make sure your thesis is properly formatted
<input type="checkbox"/>	<ol style="list-style-type: none"> 9. Upload your final, approved, appropriately formatted thesis to the Master's Thesis Deposit form.
<input type="checkbox"/>	<p>After your deposit date:</p> <ol style="list-style-type: none"> 10. Within 3 business days after your appointment, you will be contacted about any missing requirements or improper formatting in your thesis and asked to resubmit. 11. All edits must be completed and approved by the Last Day to Deposit deadline.

Diploma Timeline

- If all requirements are met and thesis formatting is correct, individual degrees will be posted to the transcript within a month after the end of the term.
- Diplomas will be mailed by the [Office of the University Secretary](#) 8-10 weeks after the degree conferral date.