

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://sfs.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