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  + PhD students receiving an MS on their way to their degree must use the add [MS to PhD form](https://upenn.bplogix.net/form.aspx?pid=e6634b2b-e441-4279-8c38-a89adb52152c&formid=6d94de73-5260-45fe-9216-a52e2fc807fe&nohome=1&completepageprompt=0&completepage=https://upenn.bplogix.net/custom/ThankYou.html&completetext=)
* [Pay any outstanding bills](https://srfs.upenn.edu/billing-%20payment/pennpay) before depositing the thesis through Penn Pay
* Sign up to deposit your thesis/dissertation. Please do this asap, as slots tend to fill up. You can deposit at any point between the defense and deposit deadline, but earlier is better.
* Consult the appropriate formatting guide for your degree, both of which can be found on the Provost’s page here: <https://provost.upenn.edu/for-students/graduate-and-professional-education/graduate-degrees/>
* At least four weeks in advance of your defense, send the title of your dissertation, abstract, headshot, and names of all committee members to the GGEB coordinator.
* Meet with your advisor to determine the date your funding will end. When this had been decided, complete this form: [https://www.med.upenn.edu/bgs/secure/stipend- end.html](https://www.med.upenn.edu/bgs/secure/stipend-%20end.html)
* Submit a copy of your dissertation/thesis to the GGEB coordinator and thesis committee members at least 2 weeks prior to the defense.
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* Copyright : During the online submission of your thesis, you will have the option to copyright your materials. Should you decide to do so, you are responsible for any fees that are related to the copyright process. Before you decide to copyright, review the Dissertation Embargo Guide [(https://provost.upenn.edu/dissertation-embargo-guidelines](https://provost.upenn.edu/dissertation-embargo-guidelines)).
* Please complete the [Post-Graduate form (form 154)](https://hosting.med.upenn.edu/forms/bgs/view.php?id=17033) and [stipend end date](https://www.med.upenn.edu/bgs/secure/stipend-end.html) form, then email your CV to me so I have a record of your publications.
* As you will begin losing access to Penn systems upon graduation, please make plans to transfer ownership of all relevant materials to PIs/faculty/etc.
* Complete 2 doctoral surveys.  Once you make an appointment to deposit you will receive a "deposit appointment confirmation” with the links and more detailed information.

Please consult [the graduation calendar](https://provost.upenn.edu/graduate-degree-calendar) for all important deadlines related to graduation.

If you have any questions, please contact the GGEB coordinator or The Office of the Provost ([grad-degree@provost.upenn.edu](mailto:grad-degree@provost.upenn.edu))

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