# Dissertation Submission Checklist

<table>
<thead>
<tr>
<th>Step 1: Review Dissertation Submission Policies</th>
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<tbody>
<tr>
<td><a href="http://www.yale.edu/printer/bulletin/htmlfiles/grad/policies-and-regulations.html#Dissertation">http://www.yale.edu/printer/bulletin/htmlfiles/grad/policies-and-regulations.html#Dissertation</a></td>
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<tr>
<th>Step 2: Review Dissertation Formatting Guide</th>
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<tr>
<td><a href="http://gsas.yale.edu/sites/default/files/formatdissertation.pdf">http://gsas.yale.edu/sites/default/files/formatdissertation.pdf</a></td>
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<th>Step 3: Confirm Deadline</th>
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<tr>
<td>Dissertations must be submitted to the Graduate School by the stated deadline in early October to be awarded a degree in December and in mid-March to be awarded a degree in May. Students are responsible for confirming specific deadlines stated in the Graduate School's academic calendar:</td>
</tr>
<tr>
<td><a href="http://gsas.yale.edu/academic-events">http://gsas.yale.edu/academic-events</a></td>
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<th>Step 4: Notify Readers</th>
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<td>At least two weeks in advance of the submission deadline, students must notify their departments of their intent to submit a dissertation so that the department may initiate the assignment of readers.</td>
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<th>Step 5: Prepare Forms</th>
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<tr>
<td>The following forms must accompany the dissertation manuscript in hard copy at the time of its submission to the Graduate School:</td>
</tr>
<tr>
<td>□ Dissertation Submission and Degree Petition Form (appended to this document)</td>
</tr>
<tr>
<td>□ Survey of Earned Doctorates (<a href="https://sed.norc.org/doctorate/">https://sed.norc.org/doctorate/</a>)</td>
</tr>
<tr>
<td>Note: Select a survey from a list marked “questionnaires” based on the expected date of your degree.</td>
</tr>
<tr>
<td>□ Graduate School Exit Survey (appended to this document)</td>
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<th>Step 6: Complete UMI Publication Agreement</th>
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<tr>
<td>Access the UMI Publication Agreement online at <a href="http://www.il.proquest.com/dissertationagree">www.il.proquest.com/dissertationagree</a>. Scroll to the bottom of the page and select ProQuest Dissertation Paper Submission Agreement. Students are encouraged to review the entire agreement, but are only required by the Graduate School to print and complete Section II-B (“Author Options &amp; Signature”) and the “Dissertation Submission Form.” The “Copyright Registration Form” is Optional. Any forms you complete must accompany the dissertation manuscript in hard copy at the time of submission.</td>
</tr>
<tr>
<td>Based on the options you indicate within the publication agreement, your bursar account will be charged as follows. If you are no longer registered, payment may be made by check or money order payable to Yale University at the time of submission.</td>
</tr>
<tr>
<td>□ $105 (Binding, microfilm and “traditional publishing”)</td>
</tr>
<tr>
<td>□ $200 (Binding, microfilm and “open access publishing”)</td>
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<tr>
<th>Step 7: Delivery of Manuscript and Forms</th>
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<tr>
<td>The manuscript, forms and publication agreement may be brought to the Graduate School's Reception and Information Office (HGS 140) on weekdays between the hours of 9 a.m. and 4 p.m. or sent via courier to: Yale Graduate School of Arts and Sciences, Attention: Dissertation Submission, Room 140, 320 York Street, New Haven, CT 06520. If a telephone contact is required, please indicate 203.432.0461.</td>
</tr>
</tbody>
</table>
This area is for office use only

Date

Submitted in person / by Mail / Dept / Other

___Unbound & ___ softbound copies (indicate #)

Student took softbound copies to readers Yes No (circle one)

Fees pd: $105 $160 $200 $255 Bursar Acc’t Check

Problems No Yes

Name: ___________________________ ___________________________ ___________________________
First Middle Last

(As it appears on official Yale Records)

Student I.D # (SID): _______ Date of Birth: _______ month / day / year
(If you do not remember your SID # please enter your Date of Birth):

Phone Number _______ Yale E-mail address _______ Alternate E-mail address (if any)

I hereby petition the Faculty of the Graduate School of Arts and Sciences for conferral of the Doctor of Philosophy (Ph.D.) degree.

Degree Conferral Term: ___Fall ___Spring Year: ___

Department(s): ___________________________

Dissertation Advisor(s)
(NB: if a committee advised your dissertation, list only the chairperson here)

DIPLOMA NAME: Print your full name exactly as it should appear on your diploma (any accent or other diacritical marks should be clearly indicated):

NAME: ___________________________

DIPLOMA ADDRESS: Students enrolled in the same term that they intend to receive their doctoral degree must record a Diploma Address at http://www.yale.edu/sig. This diploma address must be valid until January 1st for fall term and June 15th for spring term degree petitioners. This diploma address will be used to inform you officially about degree conferral and commencement activities.

Please complete the section below ONLY if you cannot access your address information online.

Street ___________________________ Apartment/Building Number ___________________________

City ___________________________ State Zip ___________________________

Signature: ___________________________

For Office Use Only:

___ Petition
___ Notification of Readers Form
___ Doctoral Dissertation Publication Agreement
___ Survey of Earned Doctorates
___ Graduate School Exit Survey
1. Have you made definite employment arrangements for the year following the receipt of your degree?
   ❑ No
   ❑ Yes, I have made definite employment arrangements (includes postdoctoral associateship/fellowship)

2a. If "yes", you have definite employment arrangements, please specify the type of employment below.
   ❑ Postdoctoral research associateship/fellowship at
   ❑ university or four-year college ❑ professional school ❑ government lab/agency ❑ industry
   ❑ other

   ❑ Faculty appointment at
   ❑ university or four-year college ❑ professional school ❑ other

   ❑ Non-Faculty Academic appointment (this includes university administration and K-12 teaching)
   ❑ university or four-year college ❑ professional school ❑ other

   Your title:

   ❑ Nonacademic employment at
   ❑ nonprofit organization ❑ industry/business ❑ government ❑ self-employed
   ❑ other

   Your title:

2b. Please provide the name of your employer (e.g., Yale University).

2c. Is your employment in the field of your expected Yale Ph.D.?
   ❑ Yes ❑ No

3a. If you do not have definite employment arrangements for the next year, are you currently seeking employment?
   ❑ No ❑ Yes (please specify type of employment you seek by marking all that apply)

3b. Will you continue your education next year in a full-time degree program?
   ❑ Yes ❑ No

   If yes, are you enrolled in: ❑ Law School ❑ Medical School ❑ Business School ❑ Other

   Name of School or degree program:

4. How helpful to your job search and career planning were the services/resources of the Office of Graduate Career Services.
   ❑ very helpful ❑ somewhat helpful ❑ not helpful ❑ didn’t use

5. How helpful to your job search were the Yale faculty.
   ❑ very helpful ❑ somewhat helpful ❑ not helpful ❑ didn’t use

6. Were Yale’s international and foreign language resources of value in your academic work and employment efforts?
   ❑ Yes ❑ No

   If Yes, what were the most important one(s)?

7. Do you expect to use one or more foreign languages in your future career?
   ❑ Yes ❑ No

   If Yes, what language(s)?

If you have additional comments about Graduate Career Services or about this survey, please use the back of this page. Thank you for completing the survey. Please return to HGS140.