# Yale University
## Graduate School of Arts and Sciences

### Dissertation Submission Checklist

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<th>Step</th>
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| 1    | Review Dissertation Submission Policies  
[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) |
| 2    | Review Dissertation Formatting Guide  
[http://gsas.yale.edu/sites/default/files/formatdissertation.pdf](http://gsas.yale.edu/sites/default/files/formatdissertation.pdf) |
| 3    | Confirm Deadline  
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:  
[http://gsas.yale.edu/academic-events](http://gsas.yale.edu/academic-events) |
| 4    | Notify Readers  
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. |
| 5    | Prepare Forms  
These forms must accompany the dissertation manuscript in hard copy at the time of submission to the Graduate School:  
- [Dissertation Submission and Degree Petition Form](#) (appended to this document)  
- [Survey of Earned Doctorates](https://sed.norc.org/doctorate/)  

Note: Select a survey from a list marked “questionnaires” based on the expected date of your degree. |
| 6    | Complete the Electronic Exit Survey  
Click here to take the Survey or copy and paste the URL into your browser:  
[https://yale-csm.symplicity.com/students](https://yale-csm.symplicity.com/students).  
Your username is your Yale email.  
If you do not recall your password you can use the ‘forgot password’ button. As part of this survey, you will have an opportunity to join the Yale Career Network, a Yale exclusive alumni networking database.  
If you have any questions about this survey, please contact [careerstrategy@yale.edu](mailto:careerstrategy@yale.edu). |
| 7    | Complete UMI Publication Agreement  
Access the UMI Publication Agreement online at [www.il.proquest.com/dissertationagree](http://www.il.proquest.com/dissertationagree).  
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 & 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.  
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.  
- $105 (Binding, microfilm and “traditional publishing”)  
- $200 (Binding, microfilm and “open access publishing”)  
- $160 (Binding, microfilm, “traditional publishing” and copyright registration)  
- $255 (Binding, microfilm, “open access publishing” and copyright registration) |
| 8    | Delivery of Manuscript and Forms  
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. |
Name: 
First ___________________ Middle ___________________ Last ___________________
(As it appears on official Yale Records)

Student I.D. # (SID): ___________________
(If you do not remember your SID # please enter your Date of Birth):

Date of Birth: ___________________ month / day / year

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/sis. 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 ___________________

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