## YALE UNIVERSITY

**GRADUATE SCHOOL OF ARTS AND SCIENCES**

**Dissertation Submission Checklist**

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### Step 1: Review Dissertation Submission Policies

[http://www.yale.edu/printer/bulletin/htmlfiles/grad/policies-and-regulations.html](http://www.yale.edu/printer/bulletin/htmlfiles/grad/policies-and-regulations.html)

### Step 2: Review Dissertation Formatting Guide

[http://gsas.yale.edu/sites/default/files/formatdissertation.pdf](http://gsas.yale.edu/sites/default/files/formatdissertation.pdf)

### Step 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).

### Step 4: Notify Readers

At least four 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.

### Step 5: Prepare Forms

These forms must accompany the dissertation manuscript in hard copy at the time of submission to the Registrar’s Office:

- □ Dissertation Submission and Degree Petition Form (appended to this document)
- □ Survey of Earned Doctorates ([https://sed.nces.org](https://sed.nces.org) - select a survey based on the date of your degree)
- □ GSAS Exit Survey Proof of Submission (see step 6 for instructions)
- □ UMI Publication Agreement (see step 7 for instructions)

### Step 6: Complete the GSAS Exit Survey (online)

Complete the GSAS Exit Survey at [https://yale-csm.symplicity.com/students](https://yale-csm.symplicity.com/students). Your username is your Yale email.

Print the confirmation to submit with your dissertation. You will have an opportunity to join the Yale Career Network, a Yale alumni networking database. If you have questions about this survey, contact careerstrategy@yale.edu.

### Step 7: Complete UMI Publication Agreement

Access the UMI Publication Agreement online at [www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html](http://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html). Scroll to the bottom of the page and select ProQuest Dissertation Paper Submission Agreement. Review the entire agreement, but you are only required by GSAS to print and complete Section III (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 choose, 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 & “traditional publishing”
- □ $160 Binding, microfilm, “traditional publishing” & copyright registration
- □ $200 Binding, microfilm & “open access publishing”
- □ $255 Binding, microfilm, “open access publishing” & copyright registration

### Step 8: Deliver Manuscript and Forms

Submit manuscript and forms to the Registrar’s Office at 246 Church Street, 3rd Floor, on weekdays between 9 a.m. and 4 p.m., or send via courier to: Yale University, Registrar’s Office, Attention: Dissertation Submission, 3rd Floor, 246 Church Street, New Haven, CT 06520. If a telephone contact is required, please use 203.432.0461.
YALE UNIVERSITY
GRADUATE SCHOOL OF
ARTS AND SCIENCES
Dissertation Submission and
Degree Petition Form

To be completed by the student:

Legal Name: ____________________  ____________________  _____ _______________  SID: ____________________

(Last)                                             (First)                           (Middle)                           (9 digits, starts with 9, see ID)

Email: ________________________________________________________ _______  Phone: (______) ______-_________

Alternate Email: ______________________________________________ ________________________________________

Degree Conferral Term:    [  ] Fall  [  ] Spring    Year: _______________

Department(s): _______________________________________________________________________

Dissertation Advisor(s):  ___ __________________________________________________________________________

(If a committee advised your dissertation, list only the chairperson)

Dissertation Title:  __________________________________________ __________________________________________
____________________________________________________________________________________________________

Diploma Name:  _________________ _____________________________________________________________________

(Print your full name exactly as it should appear on your diploma. Clearly indicate any accent or other diacritical marks.)

Diploma Address. Please submit diploma address information at www.yale.edu/sis. This address will be used to mail your diploma if you do not participate in commencement and must be valid 6-8 weeks after commencement. Complete this section ONLY if you are not able to log into SIS.

____________________________________________________________________________________________________

Street & Apartment/Building Number

____________________________________________________________________________________________________

City , State, Zip Code

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

Student Signature: ____________________________________________ _____________    Date: ____________________

For office use only:

For office use only:

__ Petition
__ Notification of Readers Form
__ Doctoral Dissertation Publication Agreement
__ Survey of Earned Doctorates
__ Graduate School Exit Survey

Please submit completed form with your dissertation

Updated 2/11/16