



**YALE UNIVERSITY**  
**GRADUATE SCHOOL OF ARTS AND SCIENCES**  
***Dissertation Submission Checklist***

**Contact**  
Yale University Registrar's Office  
203.432.0461  
dissertationreaders@yale.edu

**Step 1: Review Dissertation Submission Policies**

<http://catalog.yale.edu/gsas/policies-regulations/#dissertation>

**Step 2: Review Dissertation Formatting Guide**

<http://gsas.yale.edu/sites/default/files/formatdissertation.pdf>

**Step 3: Notify Department of Intent to Submit**

At least four weeks prior to the dissertation submission deadline, notify your department(s) of your intent to submit your dissertation. Your department needs this time to initiate the assignment of readers in advance of the deadline for dissertation submission. If you later decide to not submit your dissertation, notify your department(s) and your reader assignments will be removed.

**Step 4: 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. Confirm the specific deadline on the Graduate School's academic calendar: <http://gsas.yale.edu/academic-events>.

**Step 5: Prepare Forms**

**A hard copy of these forms must accompany the dissertation at the time of submission to the Registrar's Office:**

Dissertation Submission and Degree Petition Form (appended to this document) must accompany dissertation when submitted

[Survey of Earned Doctorates](#) include confirmation page with submission

[GSAS Exit Survey](#) your username is your Yale email. You will have an opportunity to join the Yale Career Network, a Yale alumni networking database. Contact [careerstrategy@yale.edu](mailto:careerstrategy@yale.edu) with questions. Include submission confirmation page with your submission

[ProQuest ETD Publication Agreement](#): publishing fees will be paid directly to ProQuest including \$20 microfilm charge. Include ETD Details and confirmation of payment page with your submission

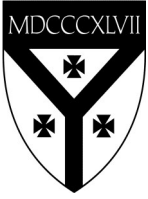
**Step 6: Submit Dissertation**

Submit the dissertation and forms to the University Registrar's Office at 246 Church Street, 3rd Floor, weekdays between 9:00 a.m. and 4:00 p.m. At the time of submission, you will be charged a \$20 fee for binding the University Library copy of the dissertation.

**Or send via courier to:**

Yale University  
Registrar's Office  
Attention: Dissertation Office  
246 Church Street, 3rd Floor  
New Haven, CT 06510  
203.432.0461

**Note: all dissertations must be received prior to the 4:00 p.m. submission deadline.  
If using a courier service, confirm delivery will meet the deadline.**



**YALE UNIVERSITY**  
**GRADUATE SCHOOL OF**  
**ARTS AND SCIENCES**  
***Dissertation Submission and***  
***Degree Petition Form***

**For office use only:**

Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_  
 Submitted: in person / by mail / by dept / other  
 \_\_\_ unbound & \_\_\_ softbound copies (indicate #)  
 Student took softbound copies to readers: Yes / No  
 Binding Fees paid: \$20  
 Bursar Acct \_\_\_\_\_ / Check \_\_\_\_\_  
 Problems: Yes / No

**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](http://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:**

- \_\_\_ Petition
- \_\_\_ Notification of Readers Form
- \_\_\_ ProQuest ETD Publication Agreement
- \_\_\_ Survey of Earned Doctorates
- \_\_\_ Graduate School Exit Survey