



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 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

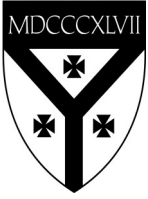
Step 6: Submit Dissertation

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
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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. 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