You are not eligible to receive your degree until the following have been completed.

☐ 1) **Online diploma application** is available at: [http://tinyurl.com/diploma-app](http://tinyurl.com/diploma-app)
Diploma applications must be completed by:

DIPLOMA APPLICATION DEADLINES

- October 1 for an October dated degree
- January 4 for a January dated degree
- March 15 for a May dated degree

☐ 2) **Candidacy Form**: Pick up your Candidacy Form from the Graduate School. Submit your completed candidacy form along with one (1) original title page (with signatures in black ink) to the Graduate School, and three extra copies of the signed title page and abstract, photocopies are acceptable. Students in joint programs should follow the joint degree sample in the Style Guide. The graduate school must grant approval of your outside member; committee members and program director must sign page 3; both course and research credits must be listed on page 4.

☐ 3) **Payment Form**: The Payment Form is available online at [http://gsnb.rutgers.edu/node/160](http://gsnb.rutgers.edu/node/160). Print payment form in triplicate, pay at Cashier’s Office, and then return one (1) stamped copy to the Graduate School. The publishing fee is mandatory but the additional copyright fee is optional.

☐ 4) **Publishing Agreement**
The Publishing Agreement form is located online at [http://tinyurl.com/dissertationagree](http://tinyurl.com/dissertationagree). Print and return pages 4 & 5 if you choose to only pay for publishing OR pages 4, 5 & 6 if you choose to also pay for copyrighting

☐ 5) **Survey of Earned Doctorates**
Complete the survey at [http://sed.norc.org/survey](http://sed.norc.org/survey), print and return the ‘Certificate of Completion.’

☐ 6) **Program Evaluation Survey**
Complete the survey at [http://tinyurl.com/PhDExit](http://tinyurl.com/PhDExit), print and return the ‘Verification Sheet’ (OIRAP) at the end of the Survey.

☐ 7) **Degree Candidate Responsibility Statement**
Print and return a completed the Degree Candidate Responsibility Statement form at: [https://tinyurl.com/degreestatement](https://tinyurl.com/degreestatement)

☐ 8) **Electronic Dissertation Submission**:
Upload and submit your dissertation at: [https://etd.libraries.rutgers.edu/login.php](https://etd.libraries.rutgers.edu/login.php).

**Electronic submissions will only be reviewed after all above forms are completed and returned to the Graduate School.**

DEADLINES FOR REQUIREMENTS #2-8

- October 1 for an October dated degree
- January 6 for a January dated degree
- APRIL 15 for a May dated degree

**Style Guide for Dissertation Preparation:**
The **Style Guide** is available online at [http://gsnb.rutgers.edu/node/102](http://gsnb.rutgers.edu/node/102), or you may pick up copies from the Graduate School or your graduate program. It contains information regarding style, format, margins, footnotes, etc. and should be followed **explicitly**. Specific questions should be directed to Barbara Sirman at 848-932-8122 or [sirman@rci.rutgers.edu](mailto:sirman@rci.rutgers.edu).