

Doctoral Candidate's Contact Information Form

Prior to the submission of this form and the required materials outlined in the paragraph below, the final version of the dissertation, which has been approved by your readers, must have been submitted to the Graduate School ETD Administrator.

To be eligible for graduation, all of the following items must be received in the Graduate School by the deadline established for the date of the intended graduation*: the **Dissertation Title Page**, an original signed **Readers' Approval Page**, a copy of the **Abstract**, as it appears in the final, approved version of the dissertation, a **Postal Money Order** in the amount of \$115.00 for the Library Processing Fees, this **Contact Information Form**, and the Completion Certificate from the **Survey of Earned Doctorates**. **Students living outside of N.E. must contact Mrs. Khan regarding the submission of these forms. All forms must be submitted together.** Also, GRS must be in receipt of the **Report of Examination** indicating that you passed your dissertation defense.

Please **print** clearly your name, as well as all of the information requested below.

Last name(s)

First name

Middle name or initial

BU ID: ____ - ____ - ____ - ____ *Month and year degree to be conferred: _____

Department/Program and Advisor (First Reader): _____

Contact information:

All e-mail addresses: _____

Current telephone/cell phone: _____

Current mailing address: _____

Future mailing address and effective date: _____
(if known)

E-mail address where you can receive information in
early spring regarding PhD graduation ceremonies: _____

Date final approved dissertation submitted to ETD for GRS approval: _____

****Date the Readers' Approval Page, along with required materials and payment is submitted to GRS:** _____
(Date of Completion)

****Your official Date of Completion is the date on which the signed Approval Page, the accompanying forms, and payment are received in the Graduate School Office – not the date on which the final approved copy of the dissertation is submitted to the ETD Administrator. The completion date will appear on your transcript.**

Student's Signature: _____ Date: _____

N.B. All degree requirements are complete only when the final approved dissertation has been submitted to the EDT Administrator and has been certified as meeting the standards of the Graduate School of Arts and Sciences and of Mugar Memorial Library. Because of the volume of dissertations that are reviewed by the ETD Administrators, it may take some time after your submission for the final review to take place. If either office notifies you of necessary corrections or changes, they must be made immediately. A quick response will avoid your registering for another semester, a delay in verifying the completion of your degree requirements, and the issuing of the diploma.

For GRS Office use, please do not write below.

____ Dissertation to ETD ____ Title Page ____ Approval Page ____ Abstract ____ Report of Examination ____ Money Order ____ Survey