**ph.d. dissertation submission checklist**

**electronic filing**

**Submit materials to:**

Graduate Division

120 Aldrich Hall

Zot Code 3180

Grad@uci.edu

(949) 824-4611

**Submit materials to:**

**Graduate Division**

**120 Aldrich Hall**

**Zot Code 3180**

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Students must submit **all** of the required documents listed below to the Graduate Division by **5pm** on the filing deadline in order to complete the dissertation submission process and meet the final degree deadline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submission Date: | Quarter: |  | Year: |  |
| Name of Candidate: | Last: |  | First: |  |

**REQUIRED**

**Ph.D. Submission Checklist** (print and submit)

[**Ph.D. Form II/Signature Page Report on Final Examination for the Ph.D. Degree**](https://www.grad.uci.edu/forms/current-student/PhD_Form_II.docx): Serves as original signature page. Original or electronic signatures allowed. (submit)

**Final confirmation e-mail from ProQuest/ ETD website** (print and submit)

**Survey of Earned Doctorates completion confirmation e-mail**: Upon completing the survey, students are given the opportunity to enter their e-mail address to which a confirmation e-mail will be sent. The student will bring in the confirmation e-mail when submitting final degree paperwork.

<https://sed-ncses.org>

**UCI Ph.D. Exit Survey**: (print and submit)

<http://apps.grad.uci.edu/exitsurvey/>

**OPTIONAL**

[Degree Certification Request Form](https://www.grad.uci.edu/forms/current-student/Degree_Cert_letter.docx)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Graduate Division Use Only:** | |  | | | |
| **Dissertation packet submittal date:** | | | **/** **/** | |  |
| **Accepted by:** |  | | |  | |
| Graduate Division Staff Signature | | | | | |

**ENCOURAGED:** [Register your e-mail forwarding address](http://www.oit.uci.edu/email/alumni.html) Alumni can stay connected with UCI.