



## Graduate School Student Checklist for Graduation

In addition to successful completion of coursework and faculty requirements, students are required to complete additional paperwork before the degree is awarded.

Forms may be submitted as email attachments to [gradservices@esf.edu](mailto:gradservices@esf.edu). Electronic signatures will also be accepted.

### ALL GRADUATE STUDENTS

- ☐ Present your Capstone Seminar online or in person. Arrangements for defense must be made through your department. You do not need to submit any special paperwork to the Graduate School for this step; your major professor will confirm that it has been completed when signing you off for graduation. The time and date of defense must be confirmed with grad school. For selecting a venue for defense on the campus premises, one can place a scheduling request on ESF Spaces.
- ☐ Submit signed Graduation and Return Key Form to the Graduate School. Students will need a University Police signature for key return. If you have keys, take the completed form with you when you return them. If you do not have keys, simply email the completed form to [upolice@esf.edu](mailto:upolice@esf.edu) and the confirmation will be forwarded to our office.

### ALL M.S. AND Ph.D. STUDENTS

- ☐ Mail or drop off the Thesis Processing Fee and form to the Cashier's office (102 Bray Hall). If you pay with a credit card, you will need to do this in person. Please include the card number, expiration date, and ZIP code on the form. The cashier will email us a copy of the receipt.
- ☐ Email a PDF draft of your thesis or dissertation for format review to the Graduate School at [esfgrad@esf.edu](mailto:esfgrad@esf.edu) at least two weeks before you defend. Please follow ESF's formatting guidelines found here: <https://www.esf.edu/graduate/documents/formatguidelines.pdf>
- ☐ Submit signed [Thesis/Dissertation Approval form](#) (formerly 8a) to the Graduate School.
- ☐ Email final thesis or dissertation document to [gradservices@esf.edu](mailto:gradservices@esf.edu).

### Ph.D. ONLY

- ☐ Complete [Survey of Earned Doctorates](#).

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Questions regarding degree completion should be directed to the Graduate School at (315) 470-6599 or [esfgrad@esf.edu](mailto:esfgrad@esf.edu) or stop by our office at 227 Bray Hall Monday–Friday between 8 a.m.–4:30 p.m.

Other forms: <http://www.esf.edu/graduate/current/graddegreq.php>