



GRADUATION CHECKLIST FOR PHD STUDENTS

The materials listed below are **required** and must be completed [by their deadlines](#). Please be sure you are submitting all required documents correctly and in the proper format.

Not submitting the requirements by their deadlines could jeopardize your graduation.

☐ **Apply for Graduation**

1. Submit your [graduation application](#) in PeopleSoft.

☐ **Complete the Required Surveys**

1. Complete the three (3) required surveys.
 - ☐ [Dietrich A&S Survey](#)
 - ☐ [Survey of Earned Doctorate](#)
 - ☐ [AAUDE Doctoral Exit Survey](#)
2. Forward the confirmation emails or certificate to dsgsgrad@pitt.edu.

☐ **Submit final ETD in ETD Administrator**

1. Review the [instructions for submitting ETDs](#)
2. Submit your final ETD in [ETD Administrator](#).

☐ **Submit your Receipt for ETD Processing Fee**

1. Initiate the ETD Processing Fee by emailing payments@pitt.edu and provide the following information: your student ID, the dollar amount (\$50), and the academic term (ex: spring 2026)
2. Once the fee is posted, you will see the charge in PittPAY on the Account Activity tab; the payment can be processed on the Make Payment tab.
3. PittPAY will email you a receipt as soon as the payment is made.
4. Forward a copy of your receipt to dsgsgrad@pitt.edu.