# DOCTORAL STUDENTS FILING CHECKLIST

☐ ## Consider Your Dissertation Content

Does your dissertation contain previously published or co-authored material? If so, it needs prior approval at least 3 weeks before you file. PLAN AHEAD!

☐ ## Check Your Committee

Log in to CalCentral and verify your dissertation committee. The committee in CalCentral must match the one on your title and signature page. If you've made changes that have not been approved by Grad Div, speak to your department.

☐ ## Check Your Name

Log in to CalCentral and verify your official name here. For example, the use of a middle initial or name must match your title page exactly.

☐ ## Check Your Degree Name

Be sure that your title page accurately lists your degree, major, and designated emphasis (if applicable) correctly. Refer to the sample title pages for special circumstances (e.g. joint degrees and Engineering degrees). Sub-tracks, specialties, or concentrations within your major should not be listed on the title page or abstract.

# ☐ Check Your Page Numbers

Verify that your manuscript is paginated correctly. Refer to the guidelines for specifics.

# ☐ Verify Your Registration/Filing Fee

In order to be eligible to file, your must either be registered or approved for Filing Fee for the current semester. Don't assume that your department has handled your registration. Verify your status in CalCentral.

# ☐ Upload Your PDF to ProQuest

It will take 3-4 business days for your dissertation to be reviewed. Be patient!

# ☐ Complete the Additional Forms

- **Survey of Earned Doctorates (**RTI) is completed online. You will print out and submit a Certificate of Completion
- **Survey of Doctoral Students' Opinions** is completed in paper.
- The **Dissertation Release Form** requires you to make a decision about when the Graduate Division will release your manuscript to ProQuest and the UCB Library (eScholarship). This decision is important and can not be changed later. If you need advice, speak to your department, or better yet, your dissertation Chair.

☐ # Turn in Your Forms

Special Considerations Due to COVID-19
Due to campus closure and stay-at-home orders, documents should be submitted electronically. Details are in the filing guidelines.
https://grad.berkeley.edu/academic-progress/dissertation/

☐ # Pay Your Bill

Your degree may not be conferred if you have an outstanding balance on your account. Verify that your fees have been paid, especially if this is normally handled by your department.

# CONGRATULATIONS!

# You're done!