

UC Berkeley Graduate Division

Procedure for Filing a Dissertation

Step 0	Confirm Eligibility to File a Dissertation
	A student's Expected Graduation Term (EGT) must be the current term
	If a student needs to update their EGT, they can use the eForm available in CalCentral
Step 1	Submit the Final Signature eForm
	Review the committee members and e-mail addresses listed
	Make an embargo manuscript If a student chooses to embargo their dissertation: <ul style="list-style-type: none">• They will not receive any copies from ProQuest until the embargo is lifted• Once the form has been filed, they may not make any changes to their embargo selection
	Attach a copy of the approval letter from the Committee for Protection of Human Subjects, or the Animal Care and Use Committee
Step 2	Convert their Dissertation into a Standard PDF File
Step 3	Upload their PDF to ProQuest/UMI
	Students should follow the instructions on the site Students should be aware: <ul style="list-style-type: none">• They should upload their final and approved work, not a draft • Once their dissertation has been submitted, they will not be able to make any changes

Step 4	Manuscript Review
	Once the document has been successfully submitted, a message will be sent to the Graduate Degrees Office to review their dissertation
	After review, the student will receive either: <ul style="list-style-type: none"> • A message that the manuscript has been accepted • A message that the student needs to make further changes
	If more changes are required , the student will need to edit their manuscript, and create a new PDF, and resubmit their edited work to ProQuest
Step 5	Survey Submissions (Two Surveys to be Completed)
	Both surveys can be found under the student’s “Tasks” in their CalCentral dashboard (as long as they have a current-term EGT) <ul style="list-style-type: none"> • Students should follow the instructions to complete the surveys and enter the verification codes • Once completed, the student should see the checklist items complete automatically
	Survey of Earned Doctorates
	Berkeley Doctoral Exit Survey

Keep the Deadline in Mind: Students must upload their electronic dissertation **AND** submit their Final Signature eForm before **5 p.m.** on the **last day of the term**, regardless of whether their submission has been approved. Our office **cannot** provide a receipt of filing until a student’s dissertation has been reviewed and accepted (which can take up to 4 business days), but they **will** get credit for the date of their first submission.

Graduate Degrees Office Contact Information

Address: 318 Sproul Hall #5900
Berkeley, CA 94720

Hours: 9 a.m. – 12 p.m. and 1- 4 p.m.

Remote: Monday and Friday **In-Person:** Tuesday, Wednesday, Thursday

<https://grad.berkeley.edu/about/contact/>