

Brandeis University – Office of the University Registrar
415 South Street, MS 068, Kutz Hall 121
Waltham, MA 024543
Phone: (781) 736-2010 Email: registrar@brandeis.edu

Application for Ph.D. in the Graduate School of Arts and Sciences

Application Deadlines: November 1 to graduate in February
 March 1 to graduate in May
 June 1 to graduate in August

THIS APPLICATION IS ONLY ACTIVE FOR THE SPECIFIED DEGREE DATE CHECKED BELOW;

A NEW APPLICATION IS REQUIRED IF YOU DO NOT GRADUATE FOR THAT DEGREE DATE.

Student Instructions:

- The student must complete the student section of the application.
- Submit the application to your department for completion of the department section.
- Bring the completed application with the \$235 doctoral fee to the Office of Student Financial Services in Usdan Student Center. Applications will not be accepted without the fee. Once Financial Services has processed the fee and signed the application, the student is responsible for bringing the application to the Registrar's Office. **Do not fax the application.**
- If you are re-applying, you are not required to pay the fee again. However, Financial Services must sign the application to verify the fee was previously paid.
- Applications will not be accepted after the deadlines listed above. If you miss the deadline you must file an application for the next application deadline period.

Student Section:

I, _____, (sage ID 20 _____),
(please print)

hereby submit my application for graduation from Brandeis University for:

___ February 20___ ___ May 20___ ___ August 20___

Department/Program _____

Joint Degree with (if applicable) _____

Student Email Address _____

Diploma Name:

I request that my name be embossed on my diploma as follows (please **print** clearly and note any special characters):

*If you leave the above blank, your primary name as it appears in sage will be used.

Diploma Mailing Address: _____

* Diplomas for May degrees will be presented at your mini-commencement ceremony. If you are unable to attend, it will be mailed to the diploma mailing address above (or if left blank to your permanent address in sage). **Please note:** For degrees conferred in February and August, diplomas will be received 3-4 weeks after the conferral date. Keep this in mind when providing an address. Diplomas are not released to students with financial holds.

I agree that all of my degree requirements will be completed prior to the graduation date indicated above and in accordance with published deadlines.

Student Signature _____ Date _____

Department Section:

Residency Met Language Requirement Met Course Requirements Met Qualifying Exams Completed

Teaching Requirement Completed Defense Scheduled _____ (Date)

Signatures below convey that this student is expected to defend the dissertation by the deadline in the Academic Calendar.

Signature of Dissertation Committee Chair _____ Date _____

* Signature does not mean that degree will be awarded

Signature of Department Chair/Graduate Advising Head _____ Date _____

* Signature does not mean that degree will be awarded

Signature of Department Chair/Graduate Advising Head _____ Date _____

In Joint Degree Program (If Applicable)

* Signature does not mean that degree will be awarded

Student Financial Services Section:

Ph.D. Fee Received: _____ Signature: _____ Date _____
