

Graduate School Dissertation Submission Deadline

Monday, October 3, 2016, is the deadline for graduate students to submit their dissertation for the December 2016 degree and for the DGS to approve the Online Notification of Readers forms (ONOR). Students should check with their department registrar regarding the preparation of the ONOR. Dissertations cannot be processed if the ONOR is not prepared and approved by the DGS.

Guidelines for dissertation submission are included below. Take a moment to review these guidelines.

If submitting in person:

- Dissertations should be brought to the Registrar's Office at 246 Church Street, 3rd floor, on Monday, October 3, from 9:00 a.m. to 4:00 p.m.
- All candidates must complete the necessary forms included on the [Dissertation Submission Checklist](#) and submit the appropriate fees (dissertations will not be processed without the appropriate forms and fees)

If submitting by mail:

- Send to: Yale University Registrar's Office, Attn: Dissertation Office, 246 Church St., 3rd floor, New Haven, CT, 06520
- To guarantee confirmation of receipt, it is recommended to use a courier service e.g., FedEx or DHL (courier services require a contact telephone number, please use: (203) 432-0461)

If you have questions or concerns about the dissertation submission process e-mail [Barbara Withington](#) or call (203) 432-0461. Thank you for your assistance with this process.

Guidelines for Dissertation Submission

The following forms must be completed for dissertation submission. You may also refer to the [Dissertation Submission Checklist](#) and the [Dissertation Submission Process](#).

- Online Notification of Readers form (ONOR)
 - Departments that are participating in the electronic submission (PDF) of the reader's copies should follow the attached instructions. A final unbound (paper) copy of the dissertation and paperwork must be submitted to the Dissertation Office on or before the deadline.
 - If your department is not participating in the electronic submission (PDF) for the readers, the student must supply a softbound copy for each reader when submitting their dissertation.

- Degree Petition/Address and Information form
- ProQuest/UMI Publication Agreement for Doctoral Dissertation – Required
 - Page 4 & 5 – must be completed and signed
 - Traditional Publishing – Included in the \$105.00 dissertation fee
 - Open Access Publishing - Optional - additional \$95.00 fee
 - Page 6 - Optional– Copyright registration form - student can register Copyright through UMI/ProQuest, which is optional. The copyright registration fee pertains only when UMI/ProQuest will be registering copyright on the author’s behalf.
 - The fee for this option is \$55.00.
 - More information can be found on the UMI/ProQuest website or by contacting the Customer Service Department: 1-800-521-0600 x-77020
 - Survey of Earned Doctorates – can be submitted electronically (please print confirmation page and submit with your dissertation paperwork)
 - GSAS Exit Survey form – can be submitted electronically (please print confirmation page and submit with dissertation paperwork)
 - AAUDE Doctoral Survey – can be submitted electronically (please print confirmation page and submit with dissertation paperwork)
 - Fees—
 - \$105 (Binding, microfilm and “traditional publishing”) - required
 - \$200 (Binding, microfilm and “open access publishing”)
 - \$160 (Binding, microfilm, “traditional publishing” and copyright registration)
 - \$255 (Binding, microfilm, “open access publishing” and copyright registration)

Fees can be charged to the students Bursar Account. If a student is no longer registered, payment may be made by check or money order made payable to Yale University at the time of submission.

[PDF to readers document](#)

https://messages.yale.edu/messages/attachments/w3_140286_PDF_to_readers_document.pdf