

# Request for Ph.D. Dissertation Status Letter

## Yale University Registrar's Office

246 Church Street, 3rd floor • PO Box 208321 • New Haven, CT 06520

Email: degrees.uro@yale.edu

1. This form is intended for GSAS doctoral students who have submitted their dissertation but their degree has not yet been conferred and they need to provide proof of completion of degree requirements for employment prior to the award of the degree.
2. Two types of letters can be provided. One that says that you've completed your coursework but are still waiting on your readers. And one that says you've completed everything and the readers have favorably reviewed your dissertation.
3. The Notification of Readers (NOR) form in DPRS must be approved by your department prior to submitting this form.
4. Requests typically take 3-5 business days to process. Allow more time during high volume periods, such as at the beginning and end of each semester and during graduation processing.

### Student Information

Student's Name:

SID #:

NetID: \_\_\_\_\_

Department (s): \_\_\_\_\_

Has your department approved the Notification of Readers (NOR)?    Yes            No

Date you uploaded your dissertation: \_\_\_\_\_

Graduation Month:

Year:

Have all readers submitted their reports?    Yes            No

Log into DPRS and click on Reader Reports: you will either get an alert that says "All readers have not completed their report yet" or you will be able to see your reader reports.

### Send Doctoral Degree Completion Letter to

Name of recipient: \_\_\_\_\_ Recipient email address: \_\_\_\_\_  
(Can be yourself)

Enter additional recipient information below, if needed:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This request form must be signed to release such information.*

Please send completed form to: degrees.uro@yale.edu