

Request for Ph.D. Degree Completion Letter

Yale University Registrar's Office

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Phone: (203) 432-2330

Email: degrees.gsas@yale.edu

1. This form is intended for GSAS doctoral students who have submitted their dissertations and need to provide degree completion letter for employment prior to the award of the degree.
2. The Notification of Readers (NOR) form in DPRS must be approved by your department prior to submitting this form.
3. 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:

Student Signature: _____ Date: _____

This request form must be signed to release such information.

Please send completed forms to: degrees.gsas@yale.edu