



**NYU**

**GRADUATE SCHOOL  
OF ARTS & SCIENCE**

# **SUBMITTING YOUR DISSERTATION**

The following guide presents the necessary steps involved in a **Doctoral Candidate's dissertation submission**, as required by the **Graduate School of Arts and Science**.

The candidate is required to register for graduation on [Albert](#) at least **3 months** prior to the expected date of graduation.



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# PRELIMINARY DISSERTATION SUBMISSION

The candidate must submit the Preliminary Dissertation Paperwork to the GSAS Office of Academic and Student Affairs and upload the preliminary dissertation via the ProQuest site by the **preliminary dissertation deadline.**



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# PRELIMINARY SUBMISSION PAPERWORK

1. One copy of an unsigned title page
2. [Abstract Approval Form](#)
  - Advisor's **original signature** is required
3. Two copies of the abstract
  - Header must include: title, author, and advisor's names
4. [Dissertation Publishing Agreement](#)
5. [Survey of Earned Doctorates](#)



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The candidate must upload their dissertation to [ProQuest](#) by the **preliminary dissertation submission deadline**. This upload does not have to be the final version of your dissertation.

If the candidate has not already defended, they must defend their dissertation by the **final dissertation submission deadline**.



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# FINAL DISSERTATION SUBMISSION

The candidate is advised to take the following to the **oral defense** for their advisor to sign:

1. [\*Advisor Approval Form\*](#)
2. Title page (must reflect the month and year of graduation: September, January or May)
3. [\*Doctoral Thesis Oral Defense Form\*](#)
4. [\*Reader sheet\(s\)\*](#)



After editing and formatting the dissertation text to ensure it complies with the comments made during the oral defense and review of the preliminary dissertation, the candidate must upload a **final version of their dissertation** to [Proquest](#) by the **final dissertation deadline**.



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The candidate must submit the [Advisor Approval Form](#) and the signed title page to the GSAS Office of Academic and Student Affairs by the final dissertation deadline.



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# — LAST STEPS

- The candidate should contact the [Office of the Bursar](#) to confirm that his/her account is not in arrears.
- The candidate should review his/her permanent address on [Albert](#). Diplomas will be mailed to this address.



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