

How to Apply for Degrees: SGS Checklists & Embargo Request

SGS Degree Application Checklists

The Rutgers School of Graduate Studies (SGS) has compiled **checklists** to help students submit their electronic theses and dissertations (ETDs) and required documents properly and in a timely manner. You are not eligible to receive your degree until all the items listed have been completed and returned to SGS for approval.

- **PhD Checklist:** <https://gsnb.rutgers.edu/academics/checklist-phd-degree>*
- **MS with Thesis Checklist:** <https://gsnb.rutgers.edu/academics/master's-degree-thesis-checklist>

Both checklists include the following items:

- Diploma Application.
- Candidacy Form
- **Publishing Agreement**
- Degree Candidate Responsibility Statement
- **Submitting Your Thesis/Dissertation to the RUetd Submission System**

The PhD Checklist also includes the Survey of Earned Doctorates and Ph.D. Exit Survey.

Requesting an Embargo

If you plan to publish any part of your thesis or dissertation, we suggest that you request at least a **2-year embargo** (delayed release/access) on the **Proquest Publishing Agreement** (#3 on the PhD or MS checklist) and also in the submission to the Rutgers University Libraries' **RUetd Submission System** (#5 on MS checklist; #7 on PhD checklist). The value for each request **MUST** be the same or your request will be void. This embargo will provide time needed for you to submit your research for publication.

See the FAQs linked to the Rutgers University Libraries' RUetd Submission System webpage, <https://etd.libraries.rutgers.edu/login.php>.

* Note: If these urls change without our knowledge, simply go to the SGS webpage's **Academics** link "How to Apply for Degrees" (<https://gsnb.rutgers.edu/academics/how-apply-degrees>). Another route would be to go to the SGS webpage for **Current Students**, click on the link for "Electronic Thesis and Dissertation Style Guide" or "Thesis and Dissertation Workshops." These pages both have links at the left-hand side for the checklists.