# Medical College of Wisconsin
## GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

### PhD Dissertation Final Checklist

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
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**At the DEFENSE obtain Signatures:**
Then make an appointment with the Director of Enrollment or designee

* ____ **Report of the Final Examination**
___
- turn in Binding form
- all copies of your Dissertation on 20# paper 8 ½ x 11”
- signature of program’s administrator
- payment if applicable

* ____ **Confidential Report of the Dissertation Defense**
___
Submit one copy on disk of the Dissertation with an Abstract and CV for microfilming and one additional copy on disk for Graduate school

* ____ **Signature Page**
___
(Be sure to create your own. Your mentor will retain and submit this to Grad School when all degree requirements are met)
Turn in one copy on regular paper of the Dissertation with an Abstract and CV plus one copy on disk for $$$ award consideration by March 1, if desired

* ____ **Application for the PhD Degree**
___
Provide paper = total # of copies above to reproduce the signature page. The Dean’s signature will be obtained for you.

____ **Supporting letter from mentor for outstanding award**
___
Complete the “Survey of Earned Doctorates”

____ **Supporting letter from librarian to indicate no money is owed**

____ **Obtain signature from the Bursar for graduation fee ($115.00) due December 1st. (Make check payable to Medical College of Wisconsin.)**

____ **Complete an insurance form to end or extend coverage**

____ **Fill out “Post Graduate Student Information form” to provide a forwarding address, phone #, email address, and future job details**

____ **Turn in your MCW ID card**

*mentor will submit forms

(revised 2009)