

FINAL DISSERTATION DISTRIBUTION

Information Sheet

IMPORTANT - The DMS office will email you an electronic copy of your *Dissertation Acceptance Certificate (DAC)*. Please attach this DAC to your dissertation right before your title page with a blank page immediately following the DAC. The DAC will appear in the electronic and bound copies of the dissertation. No page number should be assigned to this page.

FINAL STEP: Before submitting your dissertation, review your final copy and make sure it abides by all of the formatting guidelines described in the *Form of the PhD Dissertation*. Failure to do so can result in delayed graduation and additional fees.

MANDATORY SURVEYS: You must complete the following surveys and enter the confirmation codes in the online submission tool where you will submit your dissertation:

- Survey of Earned Doctorates - <https://sed-ncses.org/GradDateRouter.aspx>
- GSAS Exit Survey of Postgraduate Plans - https://harvard.az1.qualtrics.com/jfe/form/SV_9SRvHzWVDBF3mkJ

SUBMISSION: One copy of the dissertation must be submitted electronically through the *ETDs @ Harvard* online submission tool (<http://etds.lib.harvard.edu/gsas/>) to the FAS Registrar's Office for approval in order to receive the degree.

AFTER SUBMISSION: Once the dissertation is submitted, you will receive an initial email stating that the dissertation has been received, and the Registrar's Office will review the document for formatting compliance. You will then receive a second email once your dissertation has been approved.

- *If the Registrar's Office asks you to make formatting corrections following the submission, you must make the required corrections and return the completed dissertation to them within one week or by the date mentioned in the email.*

BOUND DISSERTATION COPIES: Your term bill will be charged \$111 for three bound copies of your dissertation; these copies will be delivered on your behalf to the following:

1. Harvard University
2. Program
3. Advisor

In addition to the bound copy, certain BBS degree subjects require a CD copy. Please contact your subject department for instructions.

CONGRATULATIONS! YOU ARE DONE!