

**School of Medicine**

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Office of the Dean  
Registrar

**PROGRAM ADMINISTRATORS  
CHECKLIST FOR MATERIALS TO SUBMIT TO THE REGISTRAR'S OFFICE  
WHEN A STUDENT COMPLETES CERTIFICATE/DEGREE REQUIREMENTS**

**The following materials are to be delivered to the Registrars Office upon completion of degree requirements; emails are not accepted:**

**NOTE: TITLE OF DISSERTATION/THESIS MUST BE EXACTLY THE SAME ON ALL MATERIALS**

- Graduation Worksheet
- Curriculum Vitae (personal information, published, etc.) in the required format. Be sure student name appears on CV.
- Oral Examination form (results and all signatures)
- Abstract of thesis or dissertation (should include title page); title of dissertation MAY NOT contain any Greek or scientific symbols (per library guidelines at: <https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-guidelines-checklist/> ; all words must be spelled out.
- Names of capstone/dissertation referees (2)
- Letter(s) of capstone/dissertation approval addressed to the Chair of the MA/PhD Committee by the referees
- Certificate of Completion of Department or Committee Requirements for an Advanced Degree form (dated last)
- Email from the library stating the thesis has been approved.
- Certificate/Graduation Clearance form
- Survey of Earned Doctorates (<https://sed.norc.org/survey>). A Certificate of Completion must be submitted. - for Ph.D. degrees only
- Ethics training documentation if not previously submitted
- All outstanding grades, including the current research grade if the student is not on leave of absence.