Preparing for PhD Final Exam:

1) Submit the TGS Application for a Degree form through CAESAR.
   --Log in to CAESAR
   --Click on For Students -> TGS Forms
   --Navigate to TGS Application for a Degree (AFD)
   --Complete the AFD form, and submit it through CAESAR once completed
   **NOTE:** The deadline to complete this requirement is available at this link: http://www.tgs.northwestern.edu/about/news-events/calendar.html#resp-tabs3

2) While you are logged into CAESAR: Submit the TGS PhD Final Exam form through CAESAR.
   --Log in to CAESAR
   --Click on For Students -> TGS Forms -> TGS PhD Final Exam
   --If you make a mistake or need to correct something after submission, please email the Student Affairs Office with details, as you may not be able to make corrections after submission.

3) Make a room reservation for your presentation by emailing the room request to: conf-res@eecs.northwestern.edu

4) Download and complete the EECS Exam Request Form from the EECS Website: http://www.mccormick.northwestern.edu/eecs/current-students/forms-documents.html
   **You MUST EMAIL A COPY of the unsigned, completed EECS Exam Request Form (NOT a screenshot) to the EECS Student Affairs Office at:** eecsgrad@eecs.northwestern.edu

5) You must complete your dissertation after discussing it and any possible revisions with your advisor. Once the dissertation is completed, you must submit the document on-line to The Graduate School: http://dissertations.umi.com/northwestern/
   Additionally, submission of your dissertation will incur some fees, depending on options selected during the submission process (copyright, open access, etc.). Please make sure you review these carefully before submitting. TGS is able to answer questions if you have any about this process.
   The EECS Student Affairs Office will not be able to approve the Final Exam form on-line until both you the student, and your advisor, confirm via e-mail that the dissertation has been carefully edited and has been submitted without further editing or revisions.

6) Please refer to TGS website for additional details regarding the PhD Degree Completion: http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#filling

7) If you have any additional questions, please come see anyone in the Student Affairs Office (Tech L351), or email us (eecsgrad@northwestern.edu) and we are happy to help with any requests.