Preparing for Masters of Science:

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

2) While you are logged into CAESAR: Submit via CAESAR, the TGS Master’s Completion form.
   --Log in to CAESAR
   --Click on For Students -> TGS Forms -> TGS Master’s Completion
   --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) Submit via GSTS, the committee member.
   --Log in to gsts.northwestern.edu
   --click on the Committee Tab-> click not yet completed under Completed and Ready for Review? Button
   --Type in committee member in Search Faculty and chose Co-Advisor → click add
   --Click Completed under Completed and Ready for Review? Button.

4) If required (usually if making a public, instead of faculty-only, presentation), make a room reservation for your exam by emailing the room request to: conf-res@eecs.northwestern.edu.

5) Download and complete the EECS Exam Request form from the EECS website:
   [http://www.mccormick.northwestern.edu/eecs/current-students/forms-documents.html](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@northwestern.edu**

6) Please refer to the TGS website for additional details regarding Master’s Degree Completion:
   [http://www.tgs.northwestern.edu/academics/academic-services/masters/degree/index.html](http://www.tgs.northwestern.edu/academics/academic-services/masters/degree/index.html)

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.