1. Submit the **TGS Application for Degree** in CAESAR.
   - Log in to CAESAR, then click *For Students > TGS Forms > Application for Degree (AFD)*
   - Complete and submit the form online.

   The deadline to complete this requirement can be found on TGS’ events calendar:
   [http://www.tgs.northwestern.edu/about/news-events/calendar.html](http://www.tgs.northwestern.edu/about/news-events/calendar.html)

2. Submit the **TGS Master’s Completion Form** in CAESAR.
   *If you have all the information beforehand, this step can be completed at the same time as the AFD.*
   - Log in to CAESAR, then click *For Students > TGS Forms > TGS Master’s Completion*
   - Complete and submit the form online.

   **NOTES:**
   - When choosing a date, select the day you are filling out the form, not your date of graduation.
   - Along with your advisor, you will need to select another graduate faculty member within EECS to review and approve your coursework for completion. We recommend that you select someone with whom you have taken a few courses, or worked with in some other capacity.
   - Once the form is submitted, you will not be able to make changes to it directly. If you need to correct something after submission, please email the Student Affairs Office with details, and we can make the changes.

3. Add committee member selection in GSTS.
   - Once logged in to GSTS, navigate to the *Committee Tab*, and toggle *not yet completed* under *Completed and Ready for Review?*
   - Type in the new committee member in *Search Faculty* and select as *Co-Advisor*. Click *add*.
   - Toggle *Completed* under *Completed and Ready for Review?*

4. Review the TGS website for additional details regarding degree completion.
   [http://www.tgs.northwestern.edu/academics/degree-requirements/index.html](http://www.tgs.northwestern.edu/academics/degree-requirements/index.html)

5. Watch your email for any updates and other information on commencement.
   If you have any additional questions, please come see anyone in the Student Affairs Office (Tech L351), or email us at **eecsgrad@northwestern.edu**.