UNIVERSITY OF SASKATCHEWAN
College of Graduate and Postdoctoral Studies
CGPS.USASK.CA

USask Graduation Checklist for Graduate Students

Thesis/Dissertation Students

This section is only applicable to students in thesis-based programs. Course and project-based students should scroll down to the next section.

Registration Requirements

The following requirements are in place to ensure that students are registered during term they defend and provide guidelines on when withdrawing from the 994/996 course is appropriate.

- ☐ I must remain registered during the term in which I defend my thesis/dissertation.
- ☐ If I finish after the add/drop deadline for the term, I will remain registered in 994/996. You must remain registered in the term in which you have defended.
- ☐ If I finish before the add/drop deadline, I should drop registration in 994/996 before the deadline if appropriate.
- ☐ I will not withdraw after the add/drop deadline*.
- ☐ I will not drop summer registration if I complete during the Spring term. For graduate students, the Spring and Summer terms are treated as a single term.

***Withdrawing registration after the add/ drop deadline will result in the assessment of tuition and student fees for the term. Deadlines can be found on the** *Academic Calendar*

Defense Requirements

- ☐ Successfully complete my thesis/dissertation defense.
- ☐ Confirm that all defense forms have been completed, signed, and submitted to CGPS. Your graduate administrator can confirm this for you.
- ☐ If needed, I will check with my supervisor or graduate administrator to verify submission.

Thesis Submission (ETD)

Students will:

- ☐ Review the CGPS thesis formatting requirements and confirm all documents are compliant with the requirements
- ☐ Convert the thesis/dissertation to PDF.
- ☐ Upload final approved thesis/dissertation to the ETD USask Website
- ☐ Thesis and dissertation titles should all be entered in title case (most words capitalized), NOT in all capital letters

- ☐ Student MUST upload a completed and signed GPS 404 - Final Thesis Confirmation Form with their thesis submission
- ☐ Monitor ETD review status: **A first review of your ETD submission may take up to 7 - 10 working days.** Please note that this may take longer during peak periods. Please bear this in mind when completing your program and for any deadlines which may require proof of your degree completion. **Your eligibility for tuition rebate will not be affected by the length of time between ETD upload and approval.**
- ☐ If needed, request an Embargo for your thesis.
    - Supervisors and academic units have the option to delay publication of a thesis/dissertation for copyright or other reasons.
    - Students will have options to assign an embargo period during the ETD upload process.
    - Any request to modify these restrictions must be submitted before the allowed
    - access time has expired. If further information is requires please submit a question to: CGPS Service Desk
- ☐ Complete any required formatting corrections requested by CGPS.

  Please Note:

    - The Learning Commons in the Main Library has resources to assist you with converting PDF
    - The ETD site can be accessed from anywhere in the world, and will accommodate large file sizes
    - **The date of ETD upload will be considered as the date of completion of program requirements, provided documentation attesting to completion of your program, issued by the department, is not dated any later**
    - The 'Submission of Electronic Thesis item in your DegreeWorks record will be updated upon approval of the ETD

Tuition Rebate (Thesis-Based Programs Only)

- ☐ Confirm all degree requirements are complete.
- ☐ Verify ETD approval has been received.
- ☐ If you are eligible to receive pro-rated tuition rebate, a Graduate Programs Service Officer will initiate this process on your behalf only once confirmation that all degree requirements have been satisfied, and the final ETD (electronic thesis/ dissertation) corrections have been approved by CGPS. Once a refund is processed, it may be credited to your student account.

  Tuition adjustments are prorated on a month-by-month basis. If you submit your thesis on the 1st of the month, you will be charged tuition for the entire month. If the thesis is submitted on the last day of the month, you will not be charged for the next month (for example, submitting Oct 1, will result in tuition for October being assessed. Submitting on Sept 30, you will pay Sept tuition only).

In order to receive all money refunded, please fill out the 'Request for Refund Form' found here: Tuition Refund Request

Course-based and Project-based

This section is applicable to students in course-based and project-based programs.

- ☐ Confirm with my Graduate Program Administrator that all program requirements have been completed.
- ☐ Verify all final grades have been submitted and approved.
- ☐ Confirm eligibility to graduate.
- ☐ I am aware that course-based and project-based students are not eligible for a prorated tuition adjustment
- ☐ The last day of the last term you were registered in will be your completion date

APPLY TO GRADUATE

You must confirm that you are on track to complete your program by the graduation eligibility deadline. Please apply to graduate if you expect to complete all requirements in time for convocation, even if your program requirements have not been completed by the apply to graduate deadline. Deadlines for eligibility may be referenced in the Academic Calendar and are described as "Last day for Master's and Ph.D. students to submit approved thesis to ETD site".

You can verify your application status in PAWS. Please remember that **applying to graduate is required even if you do not attend the ceremony.**

- ☐ I have verified with my academic unit that I am on track to complete all degree requirements
- ☐ I have reviewed the graduation eligibility deadlines in the Academic Calendar.
- ☐ My coursework, research, project, thesis, or dissertation requirements are complete (or will be complete by the graduation deadline).
- ☐ I submitted my online Application to Graduate through PAWS **by the deadline (March 31 for Spring Convocation; August 31 for Fall Convocation)**

if you have applied to graduate in a previous term and did not have all your degree requirements complete, you will need to email the convocation office at convocation@usask.ca to submit a manual application.

☐ I can verify my application status in PAWS.

Helpful tips:

- Convocation ceremonies are held in June and November
- Applications will have the status of "Pending" until the degree is awarded
- Information about your eligibility to graduate may be sought from your academic unit's graduate program administrator
- Information about receiving parchments can be found here.

Degree Completion Letter

Not all students will require letter of completion. Please be aware that letters of completion can only be issued following the receipt and review of all applicable program completion paperwork from the student's academic unit and confirmation of completion of degree requirements by CGPS.

- **Thesis/ dissertation-based students**: letters may only be issued following approval of your ETD and receipt of all required signed defence forms from your academic unit
- **Project and course-based students**: letters may only be issued once your academic unit provides a recommendation to award the degree, and CGPS is able to confirm that you are eligible to graduate.

☐ I have requested a Letter of Completion through the CGPS Service Desk by submitting a Request for Letter of Completion Ticket

☐ I am aware sufficient processing time (usually 5-10 business days after degree requirements have been verified).

☐ *(Thesis/Dissertation Students)* Ensure my ETD has been approved.

☐ *(Thesis/Dissertation Students)* Ensure all signed defense documents have been submitted.

☐ *(Course-Based/Project Students)* Ensure my academic unit has recommended awarding my degree.

Academic Records

☐ Review my DegreeWorks record for completion of requirements.

☐ Confirm all graduation documents have been processed.

☐ Verify final grades have been submitted.

☐ I have reviewed how my accounts and services will change after graduation.

Article - How do my accounts and serv...

Scholarships

☐ If receiving a CGPS scholarship, notify the Director of Awards & Scholarships of my completion date.

Note: Students are financially responsible for reimbursing the University for any payment(s) given in error.

Convocation preparation (for all students)

Contact Information

☐ Verify my mailing address in PAWS.

☐ Ensure the correct mailing address appears at the top of my address list.

☐ Update my address before submitting my graduation application if necessary.

Ceremony Planning

You MUST have a current mailing address on your PAWS account to order tickets online for the ceremony. Go to paws.usask.ca > address > "My Mailing Address" to make sure your most current address is listed at the top. The address at the top is where your degree parchment will be mailed if you do not attend the graduation ceremony. **It is your responsibility to ensure this information is accurate and complete. This address change should be done at the time of submitting your application to graduate online.**

☐ Monitor my PAWS email for convocation announcements.

☐ Order ceremony tickets when available.

☐ Order my graduation gown when instructions are received.

☐ Review ceremony information, arrival instructions, and photo details.

☐ Arrange for a family member or friend to hold personal belongings during the ceremony.

☐ If an international student planning to invite family members/friends to Canada for convocation, will start planning their arrival at least 6 months before my anticipated convocation ceremony and contact ISSAC for more assistance when needed.

Graduation and Convocation Ceremony - Students | University of Saskatchewan

International Students

Post-Graduation Work Permit (PGWP)

☐ Will review PGWP eligibility requirements and application timelines in detail and 4-5 months before starting my final term of studies.

☐ Confirm my passport validity extends long enough to receive the full length of PGWP for which I may be eligible.

☐ Ensure my study permit remains **valid** long enough to:

- Complete all my courses
- Defend and submit my thesis
    - and complete any corrections, if required
- Receive all my final grades
- Complete all my degree requirements
- Receive my Degree Completion Letter and Official Transcripts
- Apply for a PGWP

☐ If required, will apply for a study permit extension **at least 4-5 months before** my study permit expires.

☐ Complete any required language testing for PGWP eligibility and obtain official results at least 4-5 months before applying for PGWP.

☐ Request a Degree Completion Letter through the CGPS Service Desk. Will not delay requesting this document, as it is required to apply for a PGWP.

- Thesis/Dissertation students should request a Degree Completion Letter immediately after Thesis Submission (ETD)
- Course-based and Project-based students should request a Degree Completion Letter, at the earliest, on the last day of the last term you were registered in
- Students in certificate and diploma programs should contact ISSAC before requesting a Degree Completion Letter to confirm CIP codes
- Understand that the date my Degree Completion Letter first becomes available is the official notification of program completion for immigration purposes.

- Understand that my study permit becomes **invalid** on the day it expires or 90 days after my program completion (Degree Completion Letter first becomes available), **whichever comes first.**

☐ Be aware that once my Degree Completion Letter becomes available, I am no longer eligible to work either on or off campus and must notify my employer.

- Delaying the request for my Degree Completion Letter **will not** provide me with continued working eligibility.

☐ Obtain an Official Transcript from MyCreds after all final grades have been submitted. Official Transcripts are required to apply for a PGWP.

☐ Understand that having an outstanding balance prevents obtaining a Degree Completion Letter and an Official Transcript.

- Will contact ISSAC **without delay** if unable to obtain either.

☐ Go to my IRCC Secure Account to apply for my PGWP. Follow all application instructions, gather supporting documents, and ask ISSAC's RISIA for more guidance when needed.

- **Will not wait** for convocation, degree conferral, or receipt of the degree parchment to apply for PGWP, as this may affect my application and working eligibility.

☐ Review IRCC and USask guidance regarding working eligibility after program completion, after PGWP submission, and before receiving a PGWP decision.

- Understand that securing or arranging employment before reviewing and meeting all applicable work authorization requirements may result in **non-compliance** and **should be avoided**.

Helpful Resources

- IRCC PGWP Page: Post-graduation work permit - Canada.ca
- USask PGWP Guide: Post-graduation work permit (PGWP) - Students | University of Saskatchewan
- IRCC Study Permit Validity: Immigration and Refugee Protection Regulations
- ISSAC International Student Advising: International Student Advising - Students | University of Saskatchewan

Final Graduation Checklist

- ☐ Applied to graduate.
- ☐ Completed all degree requirements.
- ☐ Verified all required forms have been submitted.
- ☐ Confirmed graduation eligibility with my department.
- ☐ Reviewed DegreeWorks for completion.
- ☐ Verify all 990, 992, 994, 996, 995 have been submitted. *(If not, contact your graduate administrator from your unit)*
- ☐ Confirmed Mailing address is up-to-date
- ☐ Monitored PAWS email for convocation information.
- ☐ Ordered tickets and gown (if attending).
- ☐ Received degree parchment (or confirmed mailing arrangements).

Congratulations on completing your graduate degree! 🎓