

GRADUATION AND DIPLOMA MAILING

www.registrar.northwestern.edu/records/transcripts-verification/request-transcript.html) through the Office of the Registrar.

Degree Awarding

Degrees are awarded in December, March, June, and August/September. Students should refer to the master's degree completion (<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/masters-degree-requirements/#masterscompletion>) and PhD degree completion (<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/phd-degree-requirements/#phdcompletion>) sections of this catalog for filing requirements.

Deadlines related to graduation can be found on the academic calendar (<https://www.registrar.northwestern.edu/calendars/academic-calendars/>).

Diploma Mailing

Diplomas are mailed to the address indicated on the Application for Degree form. If the diploma mailing address changes between the time the form is submitted and degree awarding, students may update the address on the previously submitted Application for Degree in the TGS Forms tab in GSTS (<https://gsts.northwestern.edu/>). Diplomas are mailed or available for pickup approximately six weeks following the date of degree awarding. A Certified Electronic Diploma (CeDiploma) (<https://www.registrar.northwestern.edu/records/transcripts-verification/cediploma/>) will also be emailed to graduates when the printed diploma is distributed:

| Degree Awarded | Diploma Mailed |
|----------------|-------------------------------|
| December | late January - early February |
| March | late April - early May |
| June | late July - early August |
| September | early - mid October |

Certificates of Completion

Students who require proof of degree completion prior to the date of degree awarding may request a Certificate of Completion. Assuming all degree requirements have been met, a Certificate of Completion can be generated in 2-3 business days. To request a Certificate of Completion, students should:

- Make sure that all degree requirements have been met. Refer to the master's degree completion (<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/masters-degree-requirements/#masterscompletion>) and PhD degree completion (<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/phd-degree-requirements/#phdcompletion>) sections of this catalog for specific requirements.
- Send an email to gradservices@northwestern.edu that contains the following information: Name, student ID, email address where certificate should be sent.

Following the date of degree conferral, confirmation of degree completion can be requested via a degree verification (<https://www.registrar.northwestern.edu/records/transcripts-verification/enrollment-verification.html>) or official transcript (<https://www.registrar.northwestern.edu/records/transcripts-verification/request-transcript.html>) through the Office of the Registrar.