

# Candidate Checklist for Grads

Advancing to candidacy and Graduation -- MS & PhD		Due
1 ____	An APPROVED plan of study for the degree you are seeking must be on file with the Graduate School**	By the first day of the semester in which you intend to graduate
2 ____	Register as a candidate using the form sent by the grad office (CAND 991 or CAND 992) (apply for "Reduced Course Load" if registering exam/degree only-link below (*International students only)	By the first day of the semester in which you intend to graduate
3 ____	Indicate participation in commencement and reserve your cap and gown via the Graduation tab in MyPurdue	see commencement link below for deadline
4 ____	PhDs, remind your Major Professor to RSVP for commencement participation	see commencement link below for deadline and form
5 ____	Begin OPT process (see link below for instructions and details)	<b>September 15</b> for December
	<b>*International students only</b>	<b>February 15</b> for May

*\*\*PhD candidates must have 2 full semesters of registration between prelim and final defense*

Defending & depositing your thesis/dissertation (MS thesis & PhD Only)		Due
6 ____	File a Form 8 "Request for Appointment of Examining Committee" with the Graduate School via myPurdue	At least four weeks <u>before</u> defense date
7 ____	Optional: Attend a Thesis Formatting Workshop ( <b>Very helpful and highly recommended</b> )	See link below
8 ____	Send <b>advisor approved</b> thesis draft to the committee members	<u>Two weeks</u> before defense date
9 ____	Send <b>advisor approved</b> abstract to Grad Administrator	At least one week before defense date
10 ____	Initiate the Electronic Thesis Acceptance Form via myPurdue	Day of defense
11 ____	Upload thesis/dissertation	See link below

Checkout and exit interview		Due
12 ____	Print Graduate Student Checkout Form from ChE Grad webpage	See link below
13 ____	Complete Exit interview survey	Before you leave campus
14 ____	Turn in Graduate Student Checkout Form with <b>all</b> signatures to ChE Grad Administrator	Before you leave campus

Key Resources for ChE Grad Candidates	
<input type="checkbox"/>	Graduate Student Checkout Form: <a href="https://engineering.purdue.edu/ChE/academics/graduate/documents/checkout_form">https://engineering.purdue.edu/ChE/academics/graduate/documents/checkout_form</a>
<input type="checkbox"/>	Thesis/Dissertation Office: <a href="https://www.purdue.edu/gradschool/research/thesis/">https://www.purdue.edu/gradschool/research/thesis/</a>
<input type="checkbox"/>	Commencement information: <a href="http://www.purdue.edu/commencement/">http://www.purdue.edu/commencement/</a>
<input type="checkbox"/>	Reduced Course Load request: <a href="https://www.iss.purdue.edu/Current/F1/MaintainingLegalStatus.cfm">https://www.iss.purdue.edu/Current/F1/MaintainingLegalStatus.cfm</a>
<input type="checkbox"/>	OPT Information: <a href="https://www.purdue.edu/ippu/iss/student/f1/employment/opt.html">https://www.purdue.edu/ippu/iss/student/f1/employment/opt.html</a>

Copy and paste the link into your browser  
Please contact the ChE Grad Office with any questions.