Guidelines to follow before and after defense

In order to prepare the flyer announcing your defense, please provide the following information 3 weeks prior to your Thesis Defense date.

1. Title of your Defense
2. Your complete name
3. Highest degree earned, Institution name, and date degree was awarded
4. Name of your Advisor, his/her degree (PhD, MD, MD/PhD, etc.)
5. Your Graduate Program name
6. Date, time, and place of your defense
7. Electronic copy of your abstract (WORD format)

Please send the above to Perry Dominguez: domingpr@rutgers.edu (732) 235-2839

Once you have defended and your dissertation has been accepted and signed off by your committee, please return the following completed forms to the GSBS office. All forms are available from the following link: http://rwjms.rutgers.edu/education/gsbs/current/forms.html

2. Alumni Information form
3. Student Exit Survey form
4. Survey of Earned Doctorate (SED) form
5. PhD and MS Graduation Application form
6. Copy of your updated CV using the required format (sample on-line)
7. Submit one original and 2 copies of your Thesis (Guidelines can be found on the GSBS website, student handbook). Once bound, the original is sent to the library, a copy goes to you, and the other goes to your mentor. If you want additional copies bound for your personal use, there is a charge of $25.00 each.

8. Pay $40.00 graduation fee to the Cashier’s Office located in the basement, Room V-02 (cash/debit or credit card/check payable to: Rutgers, the State University of New Jersey)

“We Rutgers Graduate School of Biomedical Sciences” is your Doctoral Institution of Degree, NOT “Rutgers Robert Wood Johnson Medical School”

You MUST hand in all of the above prior to the end of the semester to graduate or you will be required to register for the following semester and all Tuition and Fees must be paid.