



Office of Graduate Studies and Research  
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### **Instructions for Submission of Doctoral Degree Completion Paperwork**

1. [Commencement Program Information](#) (Fillable PDF): Form must be completed and returned to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu). If any degrees were received outside the United States please include which country the degree was received in. *Example: BS, Shanghai Jiao Tong University (China)*
2. [Report on the Doctoral Dissertation Examination \(Defense\)](#): You will initiate the process by clicking on the link and following the DocuSign instructions. **When entering email addresses for all Lehigh personnel you MUST use their username address (abc123@lehigh.edu). Email aliases WILL NOT WORK.** When you are asked to enter your Graduate Program Manager please enter Shaku Jain-Cocks ([shj208@lehigh.edu](mailto:shj208@lehigh.edu)). *Signatures on this form are collected simultaneously, meaning that all committee members are emailed to review and sign the form as soon as it is ready.* Once all signatures have been collected Shaku will get a copy in PDF form and confirm its receipt with you.
3. [Lehigh Open Access Permission Form](#): Click on the link and follow the instructions to complete the DocuSign form. Once complete you will need to submit a copy of this form to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu).
4. [Lehigh Next Destination Survey](#): This survey must be completed online by clicking on the link provided. Once completed, an email will automatically be sent to Shaku to confirm its completion.
5. [Survey of Earned Doctorates](#) : This survey must be completed online by clicking on the link provided. Once completed, a confirmation email will be sent to you that includes a Certificate of Completion. This certificate must be forwarded to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu).
6. [Publishing Fee Receipt](#): This is a \$90 fee that must be paid through the LU Market. Click on the link provided, select the Registration & Academic Services store from the selections available. Select Microfilm Doctoral Dissertation and add to your cart. Follow the instructions to complete the transaction. Once completed, you must send a copy of the receipt to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu).
7. [Written Dissertation Signature Sheet](#): You will initiate the process by clicking on the link provided and following the DocuSign instructions. Please be sure to read the instructions carefully so that you enter your committee members in the appropriate spot. **When entering email addresses for all Lehigh personnel you MUST use their username address (abc123@lehigh.edu). Email aliases WILL NOT WORK.** When you are asked to enter your Graduate Program Manager please enter Shaku Jain-Cocks ([shj208@lehigh.edu](mailto:shj208@lehigh.edu)). *Signatures on this form are collected sequentially, meaning the first committee member will receive an email request to sign, once they sign the next committee member will be contacted for their signature and so on.* Once all signatures have been collected Shaku will get a copy in PDF form and confirm its receipt with you.



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8. [Upload Final Written Dissertation](#): Follow the link to the ProQuest publishing site and follow the instructions to upload your final written document. Confirm your submission to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu) once you are done. She will review the document once more on the ProQuest site. If all looks good you will receive an approval email. If any formatting adjustments need to be made you will receive an email detailing what is needed.