

Processing Advanced Degree Applications

When a graduate student submits his or her application for graduation, it becomes available for review by the department's graduate program administrator. You can review the application, gather any additional information and enter it, and then submit the application to the Graduate School office. If the student is not ready to graduate, you can delete the application.

Logging in

1. Open a browser and enter this URL: www.princeton.edu/hrsa.
2. Click the **Log In** menu option. The PUaccess Sign In page is displayed.
3. Type your NetID and press the Enter key or click Continue.
4. Verify your personal image and phrase, type your password, and click Enter.
5. If prompted, answer the security question you set up when you set up your password, and click Enter.

Accessing the Application

You can review any application that has been saved or submitted by a graduate student in your department, searching by program, plan, cohort year, degree, degree date, and application status. Of course, you can also search by the student's name.

1. Navigate to **Records and Enrollment > Graduate Records > Graduation (Current) > Department**. The Department Graduate Search Criteria page opens.
2. Enter any of the following search criteria:

| To search for | Enter |
|---|--|
| All applications in your department or program that are ready for department review | Your department code in the <i>Academic Program</i> field DEP in the <i>Application Status</i> field |
| A specific student | <i>Last Name</i> and <i>First Name</i> |
| All applications in your department or program | <i>Academic Program</i> or <i>Academic Plan</i> |

| To search for | Enter |
|--|--|
| All applications in your department or program for a specific Cohort | <i>Academic Program</i> and <i>Cohort Year</i> |
| All applications for a specific degree or date | <i>Degree Applying For</i> and/or <i>Degree Date</i> |

3. Click the button.
4. Click the [View](#) link for the student whose application you want to review. A new window opens, displaying the Department page of the application.

Note: If the student has saved, but not submitted the application, you can click the Student Application tab to see what the student has entered.

For All Applications

Verify the information the student has entered. If you need to change anything, be sure to contact the student to inform them of the change. If the student has updated the name to be used for the diploma, a message will be displayed next to the student's name under *Name as it will appear on Princeton diploma*.

For Ph. D. Applications

1. Click the link to the [Prior Presentation and Publication Form](#) to open the PDF form. You can print the form for the faculty member to complete, or send the link (**File > Send > Link by email**) to the faculty member if he or she prefers to complete the form online. Close the window to return to the application.
2. Click the link to the [Reader's Report Form](#) to display the PDF form for the readers. You can print the form, or send the link to the readers if they prefer to complete the form online. When you are finished with the form, close the window to return to the application.
3. When the forms are returned to you, scan them and attach them to the application using the [Add Attachment](#) link, or file them. You should also scan and attach CVs of any outside Readers and Examiners.
Note: Each attachment in an application must have a

unique name. If, for example, you have 2 Reader's Reports, both named **ReadersReport.docx**, you may want to append the reader's initials or last name to each file name.

4. To verify the attachments, click the button next to each attached document. To remove an unacceptable attachment, click the checkbox before the Attached File name and click [Delete Attachment](#).
5. Verify the Princeton Advisors. **Tip!** To see the *Dissertation Milestone with the advisors*, click the [Student Milestones for Dept](#) link.
6. If the student has not entered Readers or Examiners, you can enter them, using the Lookup button to search for Princeton faculty by name. For Non-Princeton Readers or Examiners, type the person's *Name* and *Affiliation* (the name of their institution). If a faculty member is serving in multiple roles, you **must** enter the name for each role.
7. If the student has not entered FPOE Scheduling Information, enter the *Date* and *Time* of the exam, and the *Building* and *Room* where the exam will take place. The application must include the FPOE Scheduling Information before it can be submitted.
8. If you have comments for the Graduate School, enter them in the *Comments* field.
9. If you are not ready to submit the application click and complete it later.
10. Generate the FPO Request Form by clicking the button. The form opens in a new window in Acrobat. Click the Print button in the Acrobat toolbar to print the form, or the Save button to save it to your computer.
Tip! You can generate the FPO Request Form before or after submitting the application. Place the signed form in the folder, or scan it and attach it to the application using the [Add Attachment](#) link.
11. When you are ready to submit the application, click the button to send the application to the Graduate School.
12. Close the Department History widow (displaying the Department page) to return to the search results page.



Processing Advanced Degree Applications

For Masters Degree Applications

When a student applies for a masters degree, the fields displayed on the Department page vary, depending on the type of Masters Degree:

If the Degree Requested is MA or MFA:

A checkbox is displayed below the Degree Requested field for **Terminal Masters**. Check this box only if the student's final degree will be a Master's degree. Do not check this box for Ph.D. candidates on track for the higher degree.

If Terminal Masters is checked, the Generate Final Master's Degree Form [Generate Final Master's Degree Form](#) button is displayed.

Complete steps 5 through 9 below.

For any other Masters Degree:

1. To verify the attachments, click the [View](#) button next to each attached document. To remove an unacceptable attachment, click the checkbox before the Attached File name and click [Delete Attachment](#).
2. Make sure the student has entered the Thesis/Project Title, if applicable.
3. Verify the Princeton Advisors, if formal advisors were assigned.
4. Select the appropriate checkbox:
 - **Student has met all requirements and will be Graduating**
 - **Student is expected to meet all requirements and Graduate**
5. If you have comments for the Graduate School, enter them in the *Comments* field.
6. If you are not ready to submit the application click [SAVE](#) and complete it later.
7. Generate the Final Master's Degree Form by clicking the [Generate Final Master's Degree Form](#) button. A new window opens to display the form in Acrobat. Click the Print button in the Acrobat toolbar to print the form, or the Save button to save it to your computer.

Tip! You can generate the Final Master's Degree Form before or after submitting the application. Place the signed form in the folder, or scan it and

attach it to the application using the [Add Attachment](#) link..

8. When you are ready to submit the application, click the [SUBMIT](#) button to send the application to the Graduate School.
9. Close the Department History widow (displaying the Department page) to return to the search results page.

Adding an Application for a Student

If a student does not have online access to add their own application, you can add it for them.

1. Click the Add New Application link on the Department Graduate Search Criteria page.
 2. On the Add Student Application page, use the Lookup [Q](#) button on the *ID* field to look up a student by name.
 3. Select the *Degree Date* using the Lookup [Q](#) button.
 4. Select the *Degree Requested* using the Lookup [Q](#) button.
 5. Click the [SAVE](#) button. When the confirmation window appears, click OK.
 6. Click the [Search](#) button, and then the [View](#) link to open the application on the Department page.
 7. Complete the fields as required. Click the [Help](#) link on the Student Application page if you need more information.
 8. When you are ready to submit the application, click the [SUBMIT](#) button to send the application to the Graduate School.
 9. Generate the FPO Request Form by clicking the [Generate FPO Request Form](#) button, or for a Final Masters, generate the Final Master's Degree Form by clicking the [Generate Final Master's Degree Form](#) button.
- Tip!** You can generate these forms before or after submitting the application.
10. Close the Department History widow (displaying the Department page) to return to the search results page.

Tracking Application Progress

You can see the status of your students' applications at any point in the process.

1. Navigate to **Records and Enrollment > Graduate Records > Graduation (Current) > Department**.
2. Enter your department code in the *Academic Program* field, but leave the *Application Status* field blank.
3. Click the [Search](#) button. All the students in your department who have saved or submitted an application will be listed.
4. In the search results, look for the *App Status* column in the middle of the row to find the status of each application.

| | |
|------------|--|
| STU | The application has been saved by the student, but not yet submitted to the department for review. |
| DEP | The application has been submitted by the student, and is ready for your review. |
| AAO | The application has been submitted to the Academic Affairs Office in the Graduate School. |
| DN1 | The application has been submitted to the Associate Dean of the Graduate School for approval. |
| DN2 | The application has been submitted to the Dean of the Graduate School for approval. |
| APP | The application has been approved at all levels. The student's request for the Final Public Oral exam has been approved, but the FPO report must be submitted before the application can move to the END status. |
| END | The student's program/plan has been updated, and the student is on the degree list. |

