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**Please note that all ESSIE Graduate student forms must be completed via DocuSign only. We will no longer accept emailed or printed form submissions.**

**NOTE: All completed DocuSign forms are automatically set to the ESSIE GradForms email inbox!**

### **ESSIE Final Examination Checklist**

- Be certain to schedule a room several weeks in advance of your defense.
- Complete the packet of forms and provide them to your committee chair at least 2 business days prior to your defense date. Be certain to also include a current resume with your packet.
- Make certain that you sign the Publishing agreement at the defense and respond to all items on the form.
- Follow-up with your committee chair to be certain the completed forms have been submitted for processing.
- Check in GIMS to be certain your graduate record has been updated. Note that it takes up to 24 hours for the information to update in your record from the time the forms have been processed by the Graduate Records office. Check with the Graduate Records office **PRIOR** to the final submission deadline if your information doesn't appear in your GIMS record and you have already defended.
- To send an Announcement of Final Examination to the ESSIE Events page, you should have the following information available to be included in the announcement:
  - The event name should be your First, MI, Last name with your degree and "Final defense" (John E Smith's XX final defense, where the XX is MS, ME or PhD)
  - The date, time and location of your exam
  - Your Department, your committee chair's name and your dissertation title should be included in the Event Description
  - SUBMIT TO - [essie.ufl.edu/news-events/submit-an-event](https://essie.ufl.edu/news-events/submit-an-event)

As a reminder, be certain to submit your thesis/dissertation to the Editorial office by the posted final submission deadline.

*We know you are ready so be certain to show your committee that you are now the expert and....don't forget to BREATHE! You've got this!*

