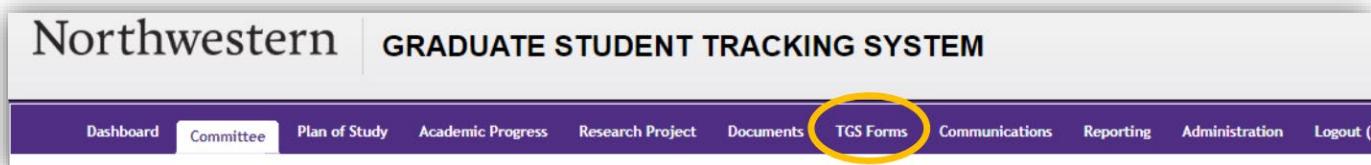


Northwestern | THE GRADUATE SCHOOL

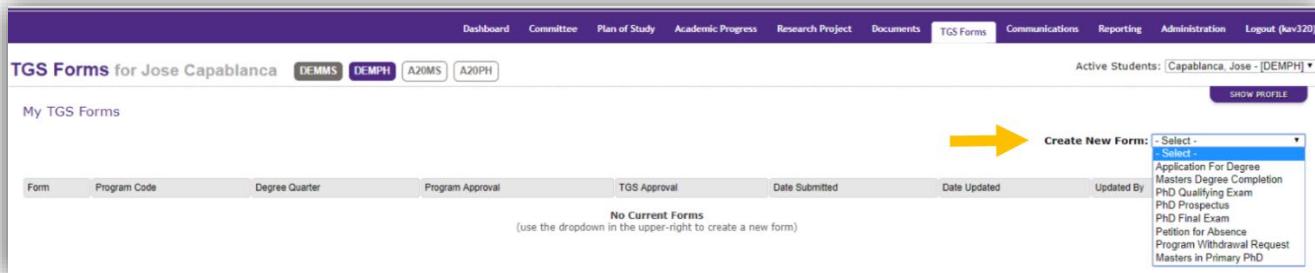
Quick Guide to TGS Forms in GSTS for Students in The Graduate School

Updated May 26, 2019

Access GSTS at <https://gsts.northwestern.edu/site/login> and navigate to the “TGS Forms” tab:



To submit a new form, select the type of form you want to submit from the “Create New Form” drop down menu:



TGS forms and their uses:

| Form Name | Audience | Use |
|----------------------------|---------------------------|---|
| Application for Degree | Master's and PhD students | Use this form to petition to graduate for a future quarter, indicate the name as it should appear on the diploma, and the address where the diploma should be mailed. The diploma mailing address can be updated even after the form is submitted and approved. |
| Master's Degree Completion | Master's students | Use this form to indicate that you are completing master's degree requirements, your faculty committee members, your advisor and whether or not you completed a master's thesis (and if so, the title). |
| PhD Qualifying Exam | PhD students | Submit this form once you have passed the qualifying exam. |
| PhD Prospectus | PhD students | Submit this form once you have passed the prospectus. |
| PhD Final Exam | PhD students | Submit this form leading up to your dissertation defense. |
| Petition for Absence | Master's and PhD students | Submit this form to request a general or family leave of absence, or a parental accommodation. |
| Program Withdrawal Request | Master's and PhD students | Submit this form to request to withdraw from your graduate program. |
| Masters in Primary PhD | PhD students | Submit this form to request a master's degree along the way to the PhD in the same program. |

Fill out the required information per the form instructions and click the “Submit for Approval” button:

Submit For Approval

After you submit the form it will be routed to your program, then The Graduate School for review.

To make changes to a form you have already submitted, click on the form you want to update on the “My TGS Forms” list:

| My TGS Forms | | | | | | | | | |
|--|--------------|----------------|---|---|---------------------|---------------------|--------------|------------------|--|
| Form | Program Code | Degree Quarter | Program Approval | TGS Approval | Date Submitted | Date Updated | Updated By | Status | Create New Form: <input type="button" value="Select"/> |
| APPLICATION FOR DEGREE | | | | | | | | | |
| Application For Degree | A20PH | 2018 Fall | --- | --- | 2018-11-13 09:23:10 | 2018-11-13 09:23:10 | Kate Veraldi | Pending Approval | |
| Application For Degree | A20PH | 2019 Summer | --- | --- | 2019-05-28 16:05:15 | 2019-05-28 16:05:15 | Kate Veraldi | Pending Approval | |
| PhD QUALIFYING EXAM | | | | | | | | | |
| PhD Qualifying Exam | A20PH | --- | --- | --- | 2019-01-04 16:07:49 | 2019-01-04 16:07:49 | Kate Veraldi | Pending Approval | |
| PhD Qualifying Exam | A20PH | --- | Yes - Kate Veraldi 2018-11-14 15:19:41 | Yes - Kate Veraldi 2018-11-14 15:19:52 | 2018-11-13 09:19:42 | 2019-01-04 16:06:54 | Kate Veraldi | Canceled | |
| PhD PROSPECTUS | | | | | | | | | |
| PhD Prospectus | A20PH | --- | --- | --- | 2019-01-04 16:08:56 | 2019-05-28 16:03:41 | Kate Veraldi | Withdrawn | |
| PhD Prospectus | A20PH | --- | Yes - Kate Veraldi 2018-11-14 15:26:48 | Yes - Kate Veraldi 2018-11-14 15:26:59 | 2018-11-13 09:22:43 | 2019-01-04 16:07:04 | Kate Veraldi | Canceled | |
| PhD FINAL EXAM | | | | | | | | | |
| PhD Final Exam | A20PH | 2018 Fall | Yes - Kate Veraldi 2019-05-28 16:01:53 | --- | 2019-01-04 16:09:51 | 2019-05-28 16:01:53 | Kate Veraldi | Pending Approval | |
| PhD Final Exam | A20PH | 2018 Fall | Yes - Kate Veraldi 2018-11-14 15:31:56 | Yes - Kate Veraldi 2018-11-14 15:32:09 | 2018-11-13 09:24:14 | 2019-01-04 16:07:16 | Kate Veraldi | Canceled | |

Make the necessary changes to the form, then click the “Update Form” button:

Update Form

Note: For most forms, this can only be done **before** your program has reviewed the form. You may update your diploma name and diploma mailing address on the Application for Degree form **after** it has been approved and through the “Editing Deadline” listed on the form (typically the day of degree conferral).

To withdraw a form you submitted in error, click the “Withdraw Form” button located on the top right corner of the form:

Withdraw Form

Note: For most forms, this can only be done before your program has reviewed the form.

Withdrawing the form will move it to “withdrawn” status. You’ll need to create a new form from the drop-down menu when you are ready to submit the form again.