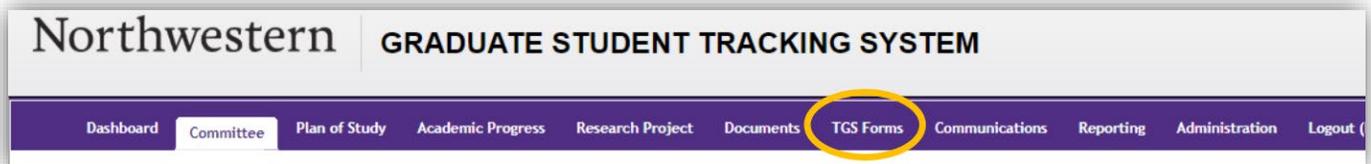
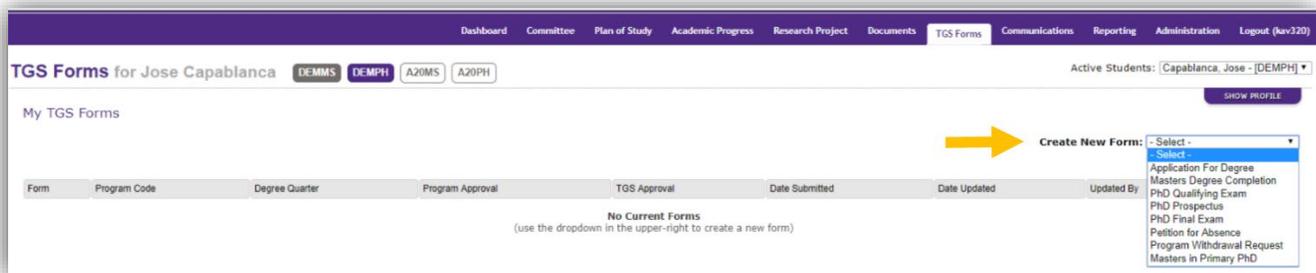


Access GSTS at <https://gsts.northwestern.edu/site/login> and navigate to the “TGS Forms” tab:



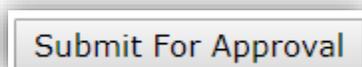
To submit a new form, select the type of form you want to submit from the “Create New Form” drop down menu:



TGS forms and their uses:

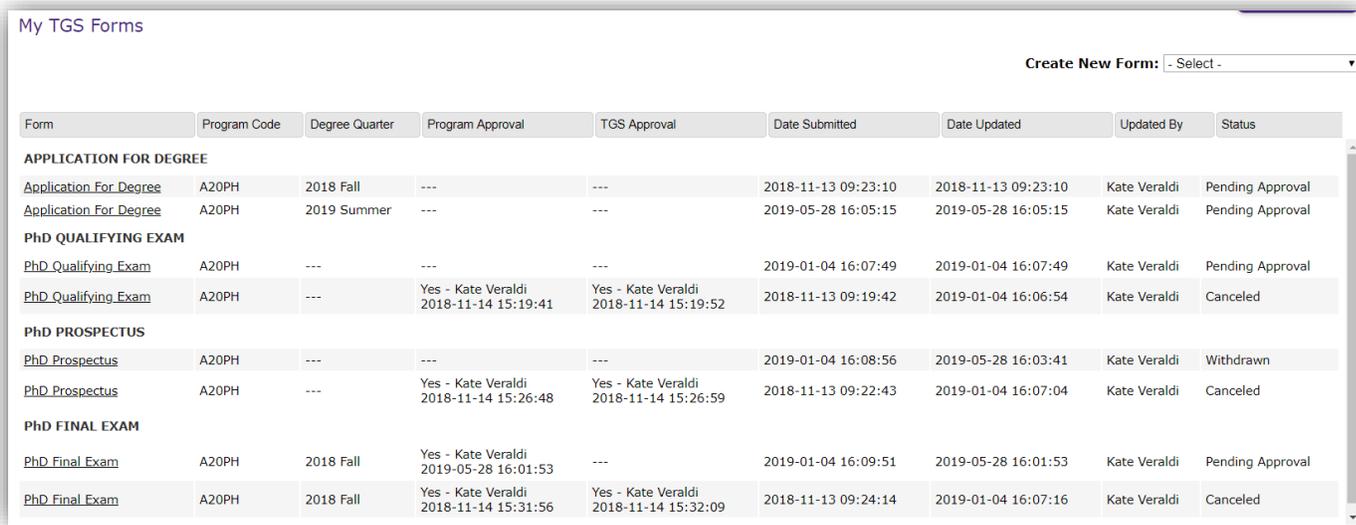
Form Name	Audience	Use
Application for Degree	Master’s and PhD students	Use this form to petition to graduate for a future quarter, indicate the name as it should appear on the diploma, and the address where the diploma should be mailed. The diploma mailing address can be updated even after the form 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:



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:



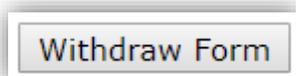
Form	Program Code	Degree Quarter	Program Approval	TGS Approval	Date Submitted	Date Updated	Updated By	Status
APPLICATION FOR DEGREE								
Application For Degree	A20PH	2018 Fall	---	---	2018-11-13 09:23:10	2018-11-13 09:23:10	Kate Veraldi	Pending Approval
Application For Degree	A20PH	2019 Summer	---	---	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:



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:



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.