Uploading General Documents to GSTS

This quick guide will help you to upload the following documents to the Graduate Student Tracking System (GSTS).

1. **MS Thesis Students**
   a. Thesis Advisor Form
   b. MS Individual Development Plan
   c. MS Thesis proposal Form
   d. MS Progress Review (if relevant if you take more than 2 years to finish)
   e. MS Thesis defense Decision
   f. Final Thesis

2. **MS Intern Students**
   a. Host Information and Agreement Form
   b. Student Evaluation
   c. Host Evaluation

3. **PhD Students**
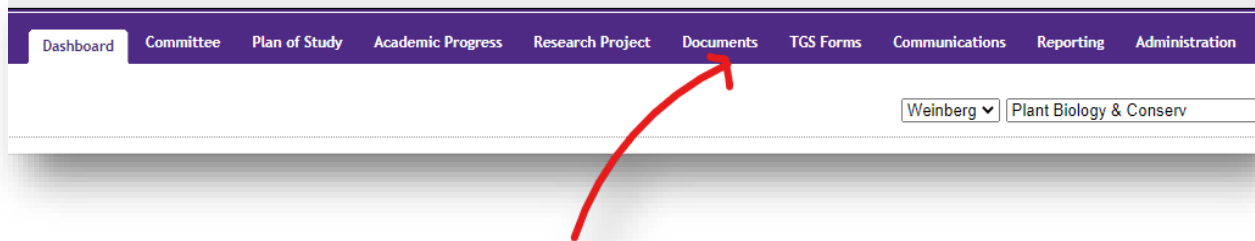   a. Dissertation Advisor Form
   b. PhD Individual Development Plan
   c. PhD Annual Review Form
   d. PhD Qualifying Exam Form
   e. PhD Dissertation Outline Approval Form
   f. Permission to write form
   g. Dissertation Defense form
   h. Final Dissertation

Note: see "Part No.2" for the following documents:

Application For Degree
Masters Degree Completion
PhD Qualifying Exam
PhD Prospectus
PhD Final Exam
Petition for Absence
Program Withdrawal Request
Masters in Primary PhD

If you have any questions or need help with this quick guide contact PBC's Program Assistant: antonio@northwestern.edu

Step 1. Access GSTS at https://gsts.northwestern.edu/site/login and navigate to the "Documents" tab:

| Dashboard | Committee | Plan of Study | Academic Progress | Research Project | Documents | TGS Forms | Communications | Reporting | Administration |

Weinberg ▾ | Plant Biology & Conserv

Step 2. To submit a document, go to "Upload Documents" and select the General from the "Type" drop down menu.

Step 3. Select the file that you desire to upload and give a brief description of the file in the "Notes" section and press "Upload Document."
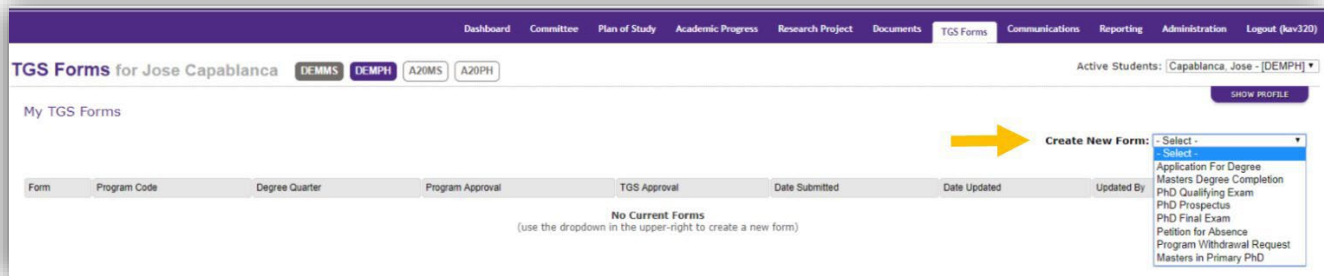
Step 4. Lastly, make sure that your document is listed according to the selection that you made in step 2.

Part No.2 Uploading Specific TGS Forms

Note: These forms, except for the Application for Degree, need supportive documents to be approved by the PBC department. Please make sure to upload the PBC forms (instructions above) along with the submission of the TGS form.

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 in the form 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:

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:
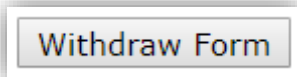
Withdraw Form

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.