

**THESIS OFFICE
OFFICE OF GRADUATE STUDIES
TEXAS A&M UNIVERSITY**

**SUBMITTAL REQUIREMENTS CHECKLIST
FOR ELECTRONIC DISSERTATIONS**

**Doctoral students must complete the following steps (by submittal deadline)
to begin the review process:**

- ___ Submit one original signed Written Dissertation/Record of Study Approval Form to the Thesis Office (available on our website at: <http://thesis.tamu.edu/forms>).
- ___ Upload the dissertation as a single PDF file at <http://etd.tdl.org/>.
- ___ Upload a copy of an article from the journal model at <http://etd.tdl.org/>. (This article must have been published within the last 5 years and should contain an extensive reference list.)

Additional Items to Complete for Clearance from the Thesis Office:

- **Complete all dissertation corrections requested by the Thesis Office.**
- **Apply for Graduation** in the semester graduating at <https://degreeapp.tamu.edu>.
- **Register for the Semester** (unless cleared by early deadline to avoid registration).
- **Submit permission(s) from copyright holders** to use material previously published.
- **Successfully complete final examination (oral defense)**, and results submitted to OGS.
- **Pay the Processing Fee:** The \$170 processing fee (payable at Student Business Services in the General Services Complex or online at <https://aggie-pay.tamu.edu>) is charged to your account within 1-3 business days after your manuscript is submitted for review.
- **Submit the Copyright and Availability Form**, which must be signed by the student and committee chair/co-chair. This form is available in our office or online at: <http://thesis.tamu.edu/forms>.
- **Submit the ProQuest Dissertation Submission Form**, which must be completed and signed by the student. This form is available online at: <http://thesis.tamu.edu/forms>. (Availability option selected will determine if an additional \$95 fee is required.)
- **Submit the Survey of Earned Doctorates Booklet**, which must be completed by the student. This form is available in our office or online at: <http://thesis.tamu.edu/forms>.

**Students are responsible for knowing the requirements of the current *Thesis Manual* and for proofing
their manuscripts to comply with those requirements.**

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