

THESIS CHECKLIST FOR DOCTORAL STUDENTS

Step 1: Development

- Format your thesis according to departmental and Graduate College requirements.

Recent changes to thesis requirements include:

- Abstract required in all theses and dissertations, and should begin on page ii.
- Author's Bio/CV no longer included.

A link to the full list of thesis requirements may be found on the second page of this checklist.

Step 2: Departmental Approval

- File your title page (see reverse) with the Graduate College Thesis Office via thesis@illinois.edu.
- Register for the entire term in which your final examination (defense) will occur.
- Apply for graduation through UI Integrate Self-Service
- Obtain signed Thesis/Dissertation Approval (TDA) form.
Required number of signatures = your adviser + department head + ALL voting members of the committee.
- Arrange for departmental format review, and finish all revisions prior to beginning Step 3.

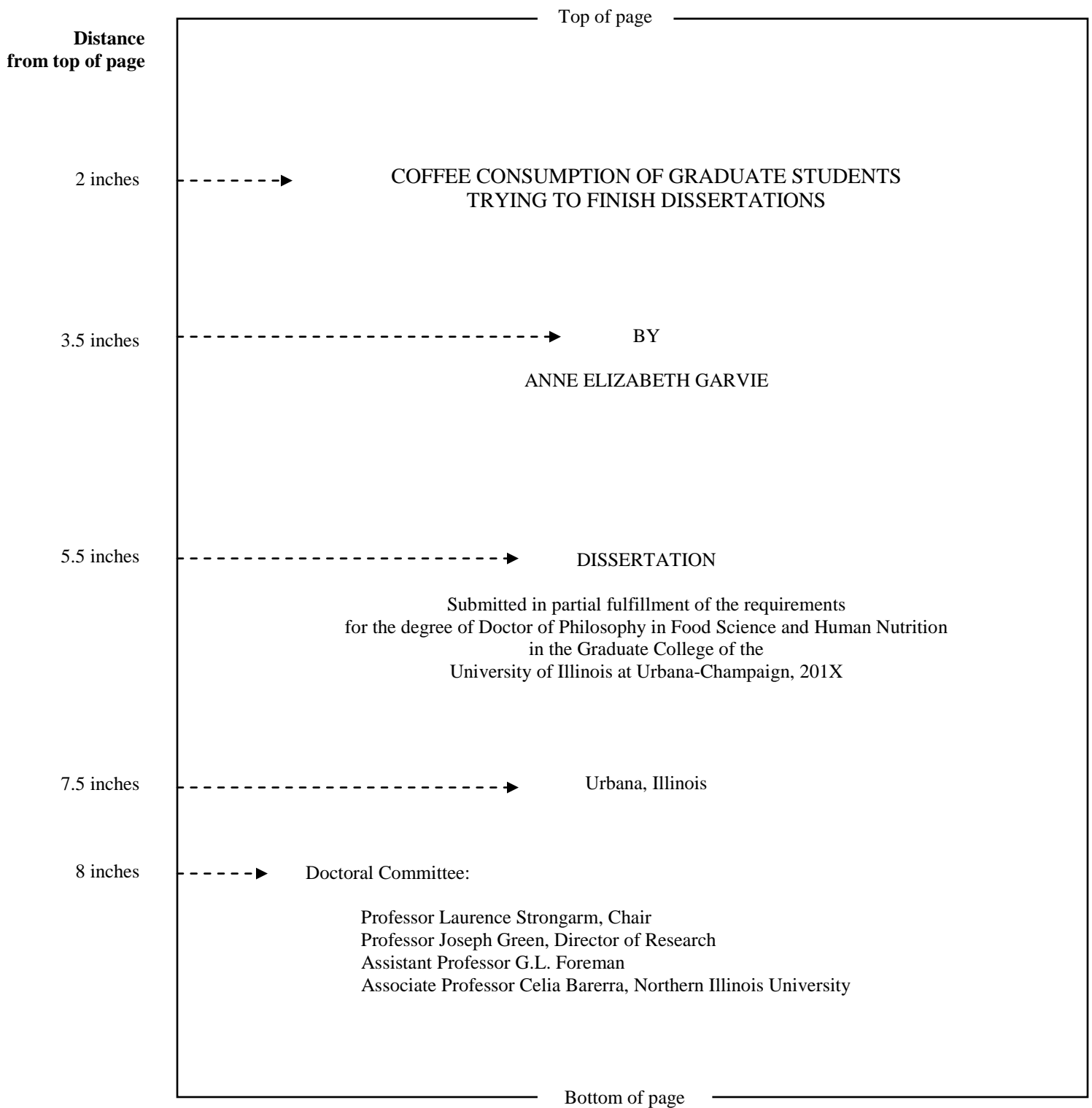
Step 3: Deposit

- Prepare your electronic thesis or dissertation (ETD) for submission to the Graduate College:
 - Convert your thesis file(s) to a single PDF file
 - Name the PDF file: **Lastname_Firstname.pdf** (use first and last names from title page; do not include middle names/initials in filename)
 - Do not embed audio/video files in or apply security settings to PDF file
- Visit www.grad.illinois.edu/submit-etd to create a submission profile and submit your ETD.
- Complete all thesis corrections (if any; Thesis Office will notify you of required changes via email).
- Submit the following materials to the Thesis Office (the deposit is not complete until all items are received):
 - One signed Thesis/Dissertation Approval (TDA) form (bring or send to 204 Coble Hall)
 - One ProQuest/UMI publishing agreement, signed by student (only pages 4 and 5 are required; accepted by fax or email)
 - Proof of completed Survey of Earned Doctorates (certificate of completion accepted by fax or email)
 - (If applicable) One copy of each permission letter to reprint copyrighted material (accepted by fax or email)
- The deposit fee (\$50) will be charged to your student account.
- The Thesis Office will notify you via email when your deposit is complete.

All corrections and required materials are due no later than 4:45 p.m. on the final day of the deposit period for your intended graduation (see Graduate College website for deadlines).



Sample Title Page (Doctoral Students)



ETD video tutorial: www.grad.illinois.edu/video

Thesis requirements: www.grad.illinois.edu/graduate-college-thesis-requirements

Thesis FAQs: www.grad.illinois.edu/thesis-faqs