

**UNIVERSITY OF MIAMI
GRADUATE SCHOOL**

Checklist for the Submission of the **Thesis**

Congratulations on completing your thesis! Please take a moment to complete the following list to ensure that you are in compliance with Graduate School requirements. Include a telephone number (or email address) where you can be reached in the event that corrections must be made to your manuscript. **Your package cannot be accepted if it is incomplete.**

NAME OF STUDENT _____ ID-NUMBER _____

DATE SUBMITTED _____ PHONE _____ EMAIL _____

DEPARTMENT _____ CHAIR'S NAME _____

DEGREE (check one) MA MS MM MFA

ITEMS TO INCLUDE:

1. One copy of your **editor-approved** document, on 25% cotton bond paper, in an UNSEALED manila envelope labeled on the bottom spine so it can be read while stacked, including:

- a) First and last name
- b) email address
- c) Student ID
- d) Graduation Month and Year (i.e. December 2007 or May 2008)

2. A SEPARATE packet, with this checklist as the cover, containing the following items:

- a) Two original Certificates of Defense (3 for RSMAS students)
- b) Copy of **Abstract** attached to each Certificate of Defense
- c) Signature Page (on cotton bond paper) signed except by Dean of the Graduate School

3. Electronic Copies:

- a) CD with original document version (Word, LaTeX, Tex) **and** PDF version of your document (in a clearly labeled CD case with your name, ID, degree, email, and semester of graduation)
- b) Uploaded **editor-approved** document to ETD website

4. Did you order your cap & gown for graduation? May & December graduation only.

5. Are you doing an Internship? If yes, you may turn your paper **one** semester before graduation. Make sure you have the correct date on the abstract, etc.

6.. Applied for graduation for year _____ FALL _____ SPRING _____ SUMMER I _____ SUMMER II _____

Student Signature