

Submit materials to:

Graduate Division
120 Aldrich Hall
Zot Code 3180
grad@uci.edu
(949) 824-1244



FOR PAPER SUBMISSION ONLY
DISSERTATION-THESIS APPROVAL FORM
FOR GRADUATE STUDENTS

STUDENT

After completing this form and securing Special Collections and Archives indicating approval of your thesis or dissertation, make a photocopy of this completed, original form. Submit this original and the photocopy to Special Collections and Archives (Langson Library) at the same time you submit your approved manuscript and other final degree paperwork to Special Collections and Archives (see the attached pages for details of required accompanying materials).

Student Name:		Student ID Number:		
Last	_____	First	_____	Middle
Student Phone: () -		Student e-mail address:		
		Permanent e-mail address (if different):		
Permanent mailing Address: Street		City	State	Zip Code

Expected Quarter/Year of degree conferral: Fall Winter Spring Summer _____
 Year

Title of Degree (e.g., M.S. in Chemistry; Ph.D. in Engineering): _____

Title of Dissertation/Thesis: (Please CAPITALIZE the title, and spell-out symbol names, e.g., instead of writing the symbolic expressions “Ω²,” spell it out as “OMEGA-SQUARED.”): _____

UNIVERSITY ARCHIVES

To indicate your approval and acceptance of the manuscript, please print, then sign your name, and write date of acceptance.

MANUSCRIPT APPROVED AND ACCEPTED BY:

University Archivist (please print your Name, then sign)

Date Manuscript was Approved and Accepted

BACKGROUND INFORMATION FOR THE DISSERTATION/THESIS SUBMISSION PROCESS

NOTE: The text below is from the UCI Thesis and Dissertation Manual, which can be viewed online at: <https://etd.lib.uci.edu/paper/td2>

As a convenience to you, we in the Graduate Division have included as an appendix to the *Dissertation-Thesis Approval* form the following two sections from the *UCI Thesis and Dissertation Manual*: the *Dissertation Submission Checklist*, and the *Thesis Submission Checklist*. If you have not already familiarized yourself with the Dissertation/Thesis submission process, please review these documents below.

Ph.D. Dissertation Paper Submission Checklist (see the next page for the Master's Thesis Paper Submission checklist):

- **Two unbound copies of your manuscript on 8.5" x 11", 20- to 24-pound, white, bond finish, 100% cotton paper**
- Two manila envelopes, each large enough to hold one copy of the manuscript, with a copy of the title page taped to the front of each for identification purposes.
- **[Report on Final Examination for the Degree of Doctor of Philosophy Ph.D. Form II](#)**
- **[Dissertation/Thesis Approval Form](#)** Submit two copies (one may be a photocopy). Include a permanent address that will be valid for at least four months.
- **[UMI Doctoral Dissertation Agreement Form](#)**
This form is found in the Publishing Your Dissertation brochure from UMI. Complete page A4, and sign and date the back of page A5. This agreement grants UMI the following rights:
 - The exclusive right to reproduce and distribute your dissertation in microform.
 - The non-exclusive right to reproduce and distribute your dissertation in and from an electronic format.
 - The non-exclusive right to reproduce and distribute your abstract in any format, in whole or in part.
- These rights do not prevent you from granting other publishing rights as you choose.
- **One extra copy of your title page and abstract for UMI**
- **[Survey of Earned Doctorates Form](#)** (print out confirmation page or email)
- **[UCI PhD Exit Survey](#)** (print out confirmation page or email)

Optional

- **\$65.00 for Copyright Registration**
If you wish to have UMI register your copyright, fill out the bottom portion of page A5 in the **[UMI Doctoral Dissertation Agreement Form](#)**. Include a \$65.00 money order or cashier's check made payable to PQIL. UMI does not accept personal checks. Include your full name somewhere on the money order/cashier's check.
- **One-Time-Only Pre-Publication Discount Offer**
You may purchase copies of your dissertation from UMI at a discounted pre-publication price. The order form and list of current prices are included inside the **[UMI Doctoral Dissertation Agreement Form](#)** on page A6. Include the cost on the same money order or cashier's check mentioned above. Other options include submitting a separate money order or cashier's check or providing credit card information.
- **[Degree Certification Request Form](#)**
Because it may take four to six months to receive a diploma, you may submit this form receive a Letter of Certification that certifies your graduation. If you do not receive the letter in fourteen working days contact graduate studies at (949) 824-4611.
- **ENCOURAGED: [Register your e-mail forwarding address](#)**
Alumni can stay connected with UCI

Master's Thesis Paper Submission Checklist:

- **Two unbound copies of your manuscript on 8.5" x 11", 20- to 24-pound, white, bond finish, 100% cotton paper**
- Two manila envelopes, each large enough to hold one copy of the manuscript, with a copy of the title page taped to the front of each for identification purposes.
- **[Dissertation/Thesis Approval Form](#)**
Submit two copies (one may be a photocopy).
- **[Master's Thesis/Signature Page Report on Final Examination for the Master's Degree](#)**
- **[UCI Exit Survey](#) (print out confirmation page or email)**

Optional

- **[Degree Certification Request Form](#)**
Because it may take four to six months to receive your diploma, you may submit this form and receive a Letter of Certification that certifies your graduation. Allow ten to fourteen working days to receive your Letter of Certification. If you do not receive the letter in fourteen working days contact graduate studies at (949) 824-4611.
- **ENCOURAGED: [Register your e-mail forwarding address](#)**
Alumni can stay connected with UCI.