**MASTER’S THESIS submission checklist**

**electronic filing**

**Submit materials to:**

Graduate Division

120 Aldrich Hall

Zot Code 3180

Grad@uci.edu

(949) 824-4611

**Submit materials to:**

**Graduate Division**

**120 Aldrich Hall**

**Zot Code 3180**

gd_horz_white

Students must submit **all** of the required documents listed below to the Graduate Division in order to complete the Master’s thesis submission process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submission Date: | Quarter: |  | Year: |  |
| Name of Candidate: | Last: |  | First: |  |

**\*\*\* Before submitting the forms listed below to the Graduate Division, you must bring the Master’s Thesis/Signature Page Report on Final Examination for the Master’s Degree to the Cashier’s Office (228 Aldrich Hall) to pay the $55 Master’s Thesis Submission Fee. The cashier will stamp the form to indicate receipt of payment. Your final degree paperwork will not be accepted unless the Master’s Thesis/Signature Page Report on Final Examination for the Master’s Degree has the Cashier’s payment stamp.**

**REQUIRED**

**Master’s Thesis Submission Checklist**

[**Master’s Thesis/Signature Page Report on the Final Examination for the Master’s Degree**](http://www.grad.uci.edu/forms/current-student/Masters_Thesis_Signature.doc)**:** Serves as original signature page. **Must be the original, signed in permanent ink**.

**Final confirmation e-mail from the Library Archives**

**UCI Master’s Exit Survey:** [**http://apps.grad.uci.edu/exitsurvey/**](http://apps.grad.uci.edu/exitsurvey/)

**OPTIONAL**

[Degree Certification Request Form](file:///\\rgs.uci.edu\files\GD\Common%20Files%20--%20Graduate%20Studies\IT\Forms\Final%20Forms%20&%20Their%20Revisions\Degree_Cert_Letter\Degree_Cert_letter.docx)

**ENCOURAGED:** [Register your e-mail forwarding address](http://www.oit.uci.edu/email/alumni.html) Alumni can stay connected with UCI.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Graduate Division Use Only:** | |  | | | |
| **Master’s Thesis packet submittal date:** | | | **/** **/** | |  |
| **Accepted by:** |  | | |  | |
| Graduate Division Staff Signature | | | | | |