

Electronic Thesis & Dissertation Submission Checklist

PhD, ThD, DMin STUDENTS

Before you submit your ETD, please read and complete the steps outlined below. This checklist is designed to walk you through all the necessary steps for completing and submitting your ETD.

	If you had corrections to make, ensure that your thesis Director has notified the AD Office that the corrections have been made and the thesis is ready to submit
	If you had minor modifications to make, ensure that your thesis Director has notified the AD office that the modifications have been made and that your thesis is ready to submit
	Follow the TST formatting guidelines
	Convert your thesis to PDF
	Register for a T-Space account
	Submit a hardcopy of the LAC form to the AD Office
	Submit hardcopies of any needed copyright permissions to the AD Office
	Submit a completed "Restrict Release" form to the AD Office, if applicable
	Pay the thesis processing fee to the AD Office
	Submit your thesis to T-Space with the proper file naming convention
	Submit the bound paper copy to your College, if required
	Keep your contact information up-to-date in ROSI

About 4-5 weeks after convocation, look for your thesis in T-Space and on the web!

Questions?

Contact the Advanced Degree office by email
(jenn.neufeld@utoronto.ca), or call 416-978-4040