

Submittal Requirements Checklist for Master's Students

Once you have [scheduled your final examination](#) (oral defense), complete the following steps to clear for graduation.

Steps to Complete PRIOR to Submission

- Use [Thesis Office templates](#) or the [LaTeX document template](#) to format your manuscript
 - New to Overleaf or LaTeX? Check out this [Learn LaTeX in 30 Minutes](#) crash course, or watch a recording of the TAMU [Overleaf beginner's workshop](#) webinar
- View the virtual [document preparation conference](#).
- Refer to our [Thesis, Dissertation, and Record of Study Guidelines](#) for requirements, deadlines, and formatting.
- Successfully complete your [final examination](#). Your department will submit the report of final exam results to The Graduate School.
- Complete all committee-requested corrections and content changes to your document before submitting it.

Steps to Complete by the Submittal Deadline

- Submit the [written dissertation approval form](#) via DocuSign
- Upload the dissertation as a single PDF file to [Vireo](#).

Steps to Complete for Graduation Clearance from Thesis and Dissertation Services

- Complete all dissertation corrections requested by the Thesis Office.
- Apply for graduation in [Howdy](#).
- Register for the semester (unless cleared by early deadline to avoid registration).
- Pay the \$110 processing fee through [Howdy](#): your account will be charged no more than four weeks after you have submitted your manuscript.
- Submit the [Copyright and Availability form](#). This form must be submitted via DocuSign and signed by the student and committee chair.
- Get [permission to use copyrighted material](#) if necessary and review third-party previously published material using [Fair Use guidelines](#).

Additional Resources

- [Graduate School Dates and Deadlines calendar](#)
- [Steps to Doctoral Degree](#)
- [Thesis and Dissertation Services Website](#)

Students are responsible for knowing the current requirements of the [Thesis, Dissertation, and Record of Study Guidelines](#) and for proofreading their manuscripts to comply with those requirements.