

## Instructions for the Thesis/Dissertation Checklist

1. Complete the form as indicated
2. Attach the Intellectual Property Statement. PhD students must also complete the Survey of Earned Doctorates online.
3. Submit this checklist and the other listed documents to the Graduate School in person, via mail to the address below, via fax to 817-272-1494, or via email to [graduate.graduation@uta.edu](mailto:graduate.graduation@uta.edu).

UTA Graduate School  
Room 333 Davis Hall  
UTA Box 19167  
Arlington, TX 76019

**Your student account will be billed for the UTA library cataloguing fee *after* your degree has been conferred. The library fee is required of all thesis/dissertation students who graduate from UTA. It is the student's responsibility to check their student account to be sure all fees are paid.**

# Thesis / Dissertation Documents Checklist

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: 1000 \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

## THESIS STUDENTS ONLY

Intellectual Property Statement

## DISSERTATION STUDENTS ONLY

National Science Foundation Survey of Earned Doctorates Certificate of Completion or email confirmation of completion  
(Survey itself is to be completed online at <http://survey.norc.uchicago.edu/doctorate>)

Intellectual Property Statement

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Please note that failure to submit all the required documentation and pay the required fees will prevent the awarding of your degree.

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

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## **FOR GRADUATE SCHOOL USE ONLY**

\_\_\_ P in thesis/dissertation course

\_\_\_ Library fee charged ((\$15) (Required))

\_\_\_ Thesis/dissertation document accepted

\_\_\_ Milestone entered in MyMav

\_\_\_ Defense passed unconditionally

\_\_\_ Embargo? If yes, time period: \_\_\_\_\_

\_\_\_ Final T&D forms submitted

\_\_\_ Document uploaded to UMI?