

# **\*IMPORTANT INFORMATION\***

## **REQUIRED GRADUATION MATERIALS**

Dietrich Graduate School Checklist for Masters Applicants

**REQUIRED MATERIALS MUST BE TURNED IN TO 5141 SENNOTT SQUARE BY  
APRIL 14, 2017 AT 12 NOON**

**Students, please make sure you are submitting ALL required documents correctly and in the proper format.**

### **MASTERS APPLICANTS:**

- ETD approval form (double sided) with original signatures of **all** committee members. **If you have co-chairs – they must both sign in all the places for the chair**
  - **ELECTRONIC SIGNATURES ARE NOT ALLOWED**
- Uploaded file to ETD submission page:
  - Instructions for ETDs can be found at the following website: <http://www.pitt.edu/~graduate/etd/>
  - at a minimum there must be bookmarks for the following pages in the following order:
    - a. title page
    - b. abstract
    - c. table of contents
    - d. list of tables (if there are tables)
    - e. list of figures (if there are figures)
    - f. list of schemes (if there are schemes)
    - g. list of equations (if there are equations)
    - h. each chapter
    - i. each appendix
    - j. bibliography
  - E-mail Rebecca Whalen after upload is complete at [rkw8@pitt.edu](mailto:rkw8@pitt.edu) – **YOU MAY UPLOAD A DRAFT OF YOUR ETD AT ANY TIME**
- **2** copies of abstract.
  - abstract must be double spaced (**350 word limit – NO EXCEPTIONS**)
    - \*if the abstract is more than one page, it **CAN NOT** be double sided
  - top of the page must be as follows
    - Title
    - Student Name, MA or MS
    - University of Pittsburgh, 2xxx (see template)
  - <http://www.pitt.edu/~graduate/etd/formatguidelineshtml.html#x1-30000> (template)
    - **Advisor’s complete name must be TYPED IN THE UPPER RIGHT HAND CORNER– if there are co-chairs both names must be typed**
    - **Advisor MUST SIGN THEIR INITIALS next to their name on ALL copies– if there are co-chairs they must both initial the abstracts – initials must be original from the chair(s) and not faxed or copies**
- **2** copies of the title page.

**TURN OVER – CONTINUED ON OTHER SIDE – TURN OVER**

- Receipt for ETD processing:
  - Pay \$20.00 in the Student Payment Center in G-7 Thackeray Hall (Monday - Thursday 8:30-4:45 and Friday 9:30-4:45).
    - When you pay in person, you may pay by check, cash, or money order. After hours you can drop check payments only in the depository located outside the Student Payment Center on the Ground Floor of Thackeray Hall. (Please do not put cash in the depository). There is no additional payment associated with paying by check, cash, or money order.
    - Please note: if you wish to pay by credit/debit card, you will need to notify the Student Payment Center that you wish to pay with a card. Once you have done so, they will access the fee to your account. You will be directed to our computer kiosk in the back of the Student Payment Center to make your credit card payment. We don't take cards at the front counter. You can get the appropriate receipts from a staff member at the front desk of the Student Payment Center once you are done. Paying with a credit/debit card carries the additional cost of a non-refundable service fee of 2.75% of the amount of your payment. ***Debit and credit card payments can only be made online in PittPAY***; they are not accepted in the Student Payment Center.
    - If you are not local, you can call the Student Payment Center at 412-624-7520 and ask them to assess the fee. You can then pay it either on-line or over the phone. If paying over the phone, you can pay with an eCheck (electronic check) at no additional cost. If paying online, you may use an eCheck at no additional cost or a credit/debit card, which carries the additional cost of a non-refundable service fee of 2.75% of the amount of your payment. Send me an e-mail at [rkw8@pitt.edu](mailto:rkw8@pitt.edu) if this is the option you choose and I can print out a receipt.