Electronic Thesis & Dissertation Submission Checklist
For Master's and Doctoral 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 supervisor has notified the SGS and your Graduate Unit that the corrections have been made and that the thesis is ready to submit.
	If you had minor modifications to make, ensure that the convener of your minor modifications subcommittee has notified the SGS and your Graduate Unit that the modifications have been made and that your thesis is ready to submit.
	Follow the SGS formatting guidelines.
	Convert your thesis to PDF.
	Submit a completed Library & Archives Canada license form to the SGS.
	Submit a completed "Restrict Release" form to the SGS, if applicable.
	Copy and paste the indicated copyright permissions to the thesis repository when submitting your thesis, if applicable.
	Submit your thesis to the U of T UMI Thesis Submission site with the proper file naming convention, e.g. Doe_John_201411_PhD_thesis.pdf (201411 is for November convocation. March grads should use 201403; June grads should use 201406)
	Submit a bound paper copy to your Graduate Unit, if required. The U of T binding service is recommended: http://bookpod.uoftbookstore.com/thesis-binding.php You will be invited to order bound copies through the Proquest thesis submission interface, but the U of T service is faster and less expensive.
	Keep your contact information up-to-date in ROSI.
	About five to six weeks following convocation, look for your thesis in T-Space and on the web!