

IMPORTANT INFORMATION

REQUIRED GRADUATION MATERIALS

Dietrich Graduate School Checklist for Masters' Applicants

**REQUIRED MATERIALS MUST BE EMAILED TO ABBY FITE (ALF189@PITT.EDU)
BY DECEMBER 4TH, 2020 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 DocuSign signatures of **all** committee members. **If you have co-chairs – they must both sign in all the places for the chair**
- Uploaded file to ETD submission page
 - Instructions for ETDs can be found at the following website: <https://etd.pitt.edu/>
 - 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. each chapter
 - h. each appendix
 - i. bibliography
 - E-mail Abby Fite after upload is complete at alf189@pitt.edu – **YOU MAY UPLOAD A DRAFT OF YOUR ETD AT ANY TIME**
- Abstract
 - abstract must be double spaced (**350 word limit – NO EXCEPTIONS**)
 - top of the page must be as follows
 - Title
 - Student Name, MA or MS
 - University of Pittsburgh, 2xxx (see template)
 - https://etd.pitt.edu/sites/default/files/ETD_Template_Pitt.pdf (sample etd)
 - **Advisor's complete name must be TYPED IN THE UPPER RIGHTHAND CORNER– if there are co-chairs both names must be typed**
 - **Advisor MUST DOCUSIGN THEIR INITIALS next to their name– if there are co-chairs, they must both DocuSign their initials on the abstract**
- Title Page
- Receipt for \$20 thesis processing fee
 - The Student Payment Center is operating remotely at this time. Doors are closed to in-person traffic, though students can contact the Payment Center during regular business hours (Monday-

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Thursday, 8:30 AM – 4:45 PM and Friday, 9:30 AM – 4:45 PM). Requests can be sent to payments@pitt.edu or made over the phone (412-624-7520).

- To initiate the thesis processing fee payment:
 - Students should send an email to payments@pitt.edu and provide the student ID, dollar amount, and academic term (2211).
 - The \$20 fee will then be posted to the student's account. Once the fee is posted, the Payment Center will notify their student at their Pitt email address or by phone (if phone is requested in the initial email).
 - Once the fee is posted, the student can see the charge in PittPAY on the Account Activity tab; the payment can be processed on the Make Payment tab.
 - PittPAY will email the student a receipt as soon as the payment is made. This receipt should be forwarded to Abby Fite (alf189@pitt.edu).