IMPORTANT INFORMATION

REQUIRED GRADUATION MATERIALS
Dietrich Graduate School Checklist for PhD Applicants

REQUIRED MATERIALS MUST BE TURNED IN TO 5141 SENNOTT SQUARE BY APRIL 10, 2020 AT 12 NOON

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

PhD 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**
  - o **ELECTRONIC SIGNATURES ARE NOT ALLOWED**

- Uploaded file to ETD submission page:
  - o Instructions for ETDs can be found at the following website: http://www.pitt.edu/~graduate/etd/
  - o 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
  - o E-mail Abby Fite after upload is complete at **alf189@pitt.edu – YOU MAY UPLOAD A DRAFT OF YOUR ETD AT ANY TIME**

- Dietrich A&S Survey
  The Dietrich A&S Survey is submitted online. Please go to the following link:
  https://pitt.co1.qualtrics.com/jfe/form/SV_3Iq50dWd9UvHMIB. The survey should take about 5 minutes and must be completed at one time. You cannot save and go back. Once you have completed the survey, please print the certification screen at the conclusion. You will need to email Abby Fite at alf189@pitt.edu with a copy of your completed survey.

- Survey of Earned Doctorate.
  a. **The Survey of Earned Doctorate is submitted online. Please go to the following link:** https://sed-ncses.org/login.aspx. At the survey registration website, you will be asked to provide your name, institution state (PA), institution name (Univ. of Pittsburgh), school/college (Graduate School), graduation month (April), graduation year (2020), and an e-mail address, then you will go directly to the survey. An e-mail with the URL of the online survey, plus a PIN and password will be sent to you in case you suspend the survey and need to go back in at a later time. You will need to email Abby Fite (alf189@pitt.edu) a copy of the survey receipt.

TURN OVER – CONTINUED ON OTHER SIDE – TURN OVER

- ProQuest Publishing Agreement is now on-line. You must complete the agreement at: https://www.etdadmin.com/main/home?siteId=902. A copy of the completed submission must be emailed to Abby Fite at alf189@pitt.edu.

- Receipt for ETD processing:
  - Pay $85.00 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 alf189@pitt.edu if this is the option you choose and I can print out a receipt.