*IMPORTANT INFORMATION*

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

REQUIRED GRADUATION MATERIALS
Dietrich Graduate School Checklist for Masters Applicants

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 at d-scholarship: [http://d-scholarship.pitt.edu/](http://d-scholarship.pitt.edu/)
  - must be in correct format (refer to on line template) Instructions for ETDs can be found at the following website: [http://www.pitt.edu/~graduate/etd/instructions.html](http://www.pitt.edu/~graduate/etd/instructions.html)
  - 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 Philippa Carter after upload is complete at pkc3@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/formatguidelines.html#x1-30000](http://www.pitt.edu/~graduate/etd/formatguidelines.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 both 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.

- Receipt for processing
  - pay $20 in Student Payment Center in G-7 Thackeray Hall