

## **Submittal Requirements Checklist for Doctoral Students**

Once you have [scheduled your final examination](#) (oral defense), complete the following steps to clear for graduation.

### **Steps to Complete PRIOR to Submission**

- Use [Thesis Office templates](#) or the [LaTeX document template](#) to format your manuscript
  - New to Overleaf or LaTeX? Check out this [Learn LaTeX in 30 Minutes](#) crash course, or watch a recording of the TAMU [Overleaf beginner's workshop](#) webinar
- View the virtual [document preparation conference](#).
- Refer to our [Thesis, Dissertation, and Record of Study Guidelines](#) for requirements, deadlines, and formatting.
- Successfully complete your [final examination](#). Your department will submit the report of final exam results to The Graduate School.
- Complete all committee-requested corrections and content changes to your document before submitting it.

### **Steps to Complete for Graduation Clearance from Thesis and Dissertation Services**

- Upload the dissertation as a single PDF file to [Vireo](#) by 5:00 pm on deadline day.
- Apply for graduation in [Howdy](#).
- Register for the semester (unless cleared by early deadline to avoid registration).
- Complete [doctoral surveys](#).
- Submit the [Copyright and Availability form](#) via ARCS.
- Submit the [Written Dissertation Approval Form](#) via ARCS.
- Complete all dissertation corrections requested by your reviewer.
- Get [permission to use copyrighted material](#) if necessary and review third-party previously published material using [Fair Use guidelines](#).
- Pay the \$170 processing fee through [Howdy](#): your account will be charged no more than four weeks after you have submitted your manuscript.

### **Additional Resources**

- [Graduate School Dates and Deadlines calendar](#)
- [Steps to Doctoral Degree](#)
- [Thesis and Dissertation Services Website](#)

**Students are responsible for knowing the current requirements of the [Thesis, Dissertation, and Record of Study Guidelines](#) and for proofreading their manuscripts to comply with those requirements.**