

The Thesis/Dissertation Deposit Process

[1] Schedule Your Appointment

Schedule your appointment as far in advance as possible, especially if you are planning to deposit during the week before the deadline, as 60% of all deposit appointments are scheduled for the 10 days leading up to the deadline.

ABE will implement use of the electronic form for ALL deposits—Fall, 2016

[2] Initiate Electronic Thesis Acceptance Form [ETAF]

Students do not need any paper copies of thesis forms if they initiate the ETAF. The Electronic Thesis Acceptance Form REPLACES GS Forms 9, 32, 15, and 36.

[3] Submit Electronic Thesis Deposit

- Check your thesis carefully to avoid formatting errors.
- Attach a non-interactive version of [GS Form 30](#) (formerly called ETD Form 9) to your electronic thesis deposit. It must appear before your title page. Do not attach any forms to your thesis except GS Form 30 and do not attach the GS Form 30 instructions page.

[4] Check Your Email

For requested formatting changes by the Thesis|Dissertation Staff.

[5] Attend Your Final Deposit Appointment

The final deposit appointment is a brief meeting during which all you will turn in is your thesis forms. When you leave your appointment, your thesis will be formally deposited with the Graduate School. We will prepare a GS Form 16 (Thesis Deposit Receipt) for you and your department.

[6] Pay the Deposit Fee

Master's Thesis Fee \$90.00

Ph.D. Dissertation Fee \$125.00

- West Lafayette Campus
 - West Lafayette candidates will pay the deposit fee through their myPurdue accounts. The thesis fee will appear in a candidate's student account 2-3 days after their thesis deposit appointment.