

UNIVERSITY OF NORTH TEXAS™

Robert B. Toulouse School of Graduate Studies

Instructions for Filing Electronic Documents

DOCUMENT SUBMITTED MUST BE THE ABSOLUTE FINAL VERSION. THE ONLY CHANGES PERMITTED AFTER DOCUMENT HAS BEEN SUBMITTED ARE THOSE REQUIRED BY THE GRADUATE READER.

The Filing Envelope must include the following items (if not already submitted with application):

1. CD or DVD ("read only" is acceptable) with...
 - a. 1 PDF file of document. 1 PDF file of abstract
 - b. 1 word-processing file of abstract
 - c. **Optional:** 1 word-processing file of document
2. 1 paper copy of document. **Note:** *Paper copy must be printed from the PDF file you are submitting! The hard copy and the PDF copy must match exactly.*
3. 1 paper copy of abstract
4. The Electronic Document Filing Form – signed and dated.
5. ProQuest Agreement – Agreement forms are pp. 3-4 in the booklets, available online:
 - Grad School/Graduation Web site, item **2e**:
http://www.tsgs.unt.edu/graduation_process/index.htm
 - Grad School/Graduation/Forms Web page:
http://www.tsgs.unt.edu/graduation_process/forms.htm
6. Copies of any permission letters obtained for use of third-party copyrighted material. Copies can be either paper or electronic. If requests have been made but permissions not yet received, please include a copy of the request(s).

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