IMPORTANT INFORMATION

REQUIRED GRADUATION MATERIALS
Dietrich Graduate School Checklist for Masters' Applicants

<mark>**REQUIRED MATERIALS MUST BE EMAILED TO DSGSGRAD@PITT.EDU
BY DECEMBER 10 2021 AT 12 NOON**</mark>

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

MASTERS APPLICANTS:
- ETD approval form (double sided) with DocuSign signatures of **all** committee members. **If you have co-chairs – they must both sign in all the places for the chair**
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- 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_20nsuf3FiFAwvem.** 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 save the certification screen at the conclusion. You will need to email dsgsgrad@pitt.edu a copy of the certification screen.

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

- Receipt for $50 ETD Processing Fee
  - The Student Payment Center is operating remotely at this time. Doors are closed to in-person traffic, though students can contact the Payment Center during regular business hours (Monday-Thursday, 8:30 AM – 4:45 PM and Friday, 9:30 AM – 4:45 PM). Requests can be sent to payments@pitt.edu or made over the phone (412-624-7520).
    - To initiate the thesis processing fee payment:
      - Students should send an email to payments@pitt.edu and provide the student ID, dollar amount, and academic term (2221).
      - The $50 fee will then be posted to the student's account. Once the fee is posted, the Payment Center will notify their student at their Pitt email address or by phone (if phone is requested in the initial email).
      - Once the fee is posted, the student can see the charge in PittPAY on the Account Activity tab; the payment can be processed on the Make Payment tab.

- PittPAY will email the student a receipt as soon as the payment is made. This receipt should be forwarded to dsgsgrad@pitt.edu.