**DEPOSIT STEPS**

☐ 1 Schedule your appointment

☐ 2 Complete paper forms
   (for in person & by proxy appointments)
   
   or
   
   Complete & turn in paper forms
   (for long distance appointments)

☐ 3 Submit electronic thesis deposit

☐ 4 Check your email

☐ 5 Attend your final deposit appointment
   (for in person appointments)
   
   or
   
   Have proxy attend your final deposit appointment
   (for proxy appointments)
   
   or
   
   Check your email again
   (for long distance appointments)

☐ 6 Pay the deposit fee

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**Thesis/Dissertation Office**
The Purdue University Graduate School
B-80 (Basement Level) Young Hall
155 S. Grant Street
West Lafayette, IN 47907-2114

**Hours:**
Mondays through Fridays
8 am-noon and 1 pm-5 pm

**Webpage:**
www.purdue.edu/gradschool/research/thesis/index.html

**Contact:**
(765) 494-3231
gradhelp@purdue.edu

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Please refer to the detailed checklist on the following pages for more information.
THESIS DEPOSIT CHECKLIST

FOR IN PERSON & BY PROXY DEPOSIT APPOINTMENTS

1 SCHEDULE YOUR APPOINTMENT

Go to: www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html
and schedule an in person or by proxy appointment. Please carefully review your Appointment Confirmation email.

We recommend scheduling 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.

☐ COMPLETED

2 COMPLETE PAPER FORMS

Go to: www.purdue.edu/gradschool/research/thesis/required-forms.html
and print out all forms required for your degree. Don’t print double sided or include instruction pages.

Required all the necessary people sign and date your forms.

REQUIRED PAPER FORMS:
For master's degrees: GS Form 9, GS Form 32*, Exit Questionnaire
For doctoral degrees: GS Form 9, GS Form 32*, Exit Questionnaire, Survey of Earned Doctorates

*Conduct iThenticate plagiarism detection review with your major professor before completing GS Form 32
If you are requesting confidentiality or have a title over 200 characters in length please see the Special Forms section at the bottom of the above webpage.

☐ COMPLETED

FOR LONG DISTANCE DEPOSIT APPOINTMENTS

1 SCHEDULE YOUR APPOINTMENT

Go to: www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html
and schedule a long distance appointment. Please carefully review your Appointment Confirmation email.

Long distance appointments must be scheduled at least 2 weeks before the appointment day. We recommend scheduling your appointment as far in advance as possible.

If you need to deposit while away from the Lafayette area and cannot schedule at least 2 weeks in advance you’ll need to designate a proxy (a friend or colleague who can deposit in your place). See In Person & By Proxy column at left for information.

☐ COMPLETED

2 COMPLETE & TURN IN PAPER FORMS

Go to: www.purdue.edu/gradschool/research/thesis/required-forms.html
and print out all forms required for your degree. Don’t print double sided or include instruction pages. Ensure all the necessary people sign and date your forms.

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For master's degrees: GS Form 9, GS Form 32*, Exit Questionnaire
For doctoral degrees: GS Form 9, GS Form 32*, Exit Questionnaire, Survey of Earned Doctorates

*Conduct iThenticate plagiarism detection review with your major professor before completing GS Form 32
If you are requesting confidentiality or have a title over 200 characters in length please see the Special Forms section at the bottom of the above webpage.

All your paper forms MUST be in our office before your appointment time or your appointment will be cancelled.

Our mailing address: Thesis/Dissertation Office
B-80 Ernest C. Young Hall
155 S. Grant Street
West Lafayette, IN 47907-2114

☐ COMPLETED
THESIS DEPOSIT CHECKLIST

FOR IN PERSON & BY PROXY DEPOSIT APPOINTMENTS continued

3 SUBMIT ELECTRONIC THESIS DEPOSIT

Go to: www.etdadmin.com/cgi-bin/home and click on Submit in the upper right hand corner. Provide all requested information. Carefully read all items, as some of ProQuest’s optional services have fees attached.

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 instruction page.

MOST DEPOSITORS MUST SUBMIT ETD AT LEAST 24 HOURS BEFORE THEIR APPOINTMENT TIME

SPECIAL CASES:
MONDAY APPOINTMENTS: Submit the Friday before your appointment at the latest
DEADLINE PERIOD* APPOINTMENTS: Submit AT LEAST 48 HOURS before your appointment
MONDAY APPOINTMENTS DURING DEADLINE PERIOD*: Submit the Thursday before your appointment at the latest

* Deadline periods are: 1. The week leading up to the Exam/Degree Only deadline and 2. The TWO weeks leading up to the 698/699 Registrant deadline

Are you including previously copyrighted material in your thesis?
Upload your copyright permissions to ProQuest as supplemental PDF files.

☐ COMPLETED ▼

4 CHECK THE EMAIL ADDRESS YOU GAVE PROQUEST

We will respond to your submission as soon as possible. We will either approve your thesis as is, or we will request changes.

If we request changes, please make them as soon as possible and resubmit your thesis using the link in our email. Then, keep checking your email; we’ll contact you again.

☐ COMPLETED ▼

FOR LONG DISTANCE DEPOSIT APPOINTMENTS continued

3 SUBMIT ELECTRONIC THESIS DEPOSIT

Go to: www.etdadmin.com/cgi-bin/home and click on Submit in the upper right hand corner. Provide all requested information. Carefully read all items, as some of ProQuest’s optional services have fees attached.

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If we request changes, please make them as soon as possible and resubmit your thesis using the link in our email. Then, keep checking your email; we’ll contact you again.

☐ COMPLETED ▼
5 **ATTEND YOUR FINAL DEPOSIT APPOINTMENT**

Please come to **Young Hall Room B-80 (Basement Level)** at the scheduled time of your final deposit appointment.

**WHAT TO BRING:**

<table>
<thead>
<tr>
<th>Master's Candidates</th>
<th>Doctoral Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ signed GS Form 9</td>
<td>☐ signed GS Form 9</td>
</tr>
<tr>
<td>☐ signed GS Form 32</td>
<td>☐ signed GS Form 32</td>
</tr>
<tr>
<td>☐ Certificate of Completion:</td>
<td>☐ Certificate of Completion:</td>
</tr>
<tr>
<td>Grad School Exit Survey</td>
<td>Grad School Exit Survey</td>
</tr>
<tr>
<td>☐ a flash drive or laptop with your thesis in MS Word or LaTeX form on it in case of last minute corrections</td>
<td>☐ a flash drive or laptop with your thesis in MS Word or LaTeX form on it in case of last minute corrections</td>
</tr>
</tbody>
</table>

**WHAT TO EXPECT:**

The final deposit appointment is a brief meeting during which you will turn in 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.

**Who should bring hard copies?**

Only candidates requesting confidentiality whose departments require hard copies will deposit a paper version of their thesis at their deposit appointment. For all other candidates, the electronic thesis submission is sufficient and no hard copies will be required by the Graduate School.

☐ **COMPLETED▼**

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5 **CHECK YOUR EMAIL AGAIN**

If you have submitted correct versions of all required forms and your thesis has been approved, you and your department will get an email from us with a copy of your GS Form 16 (Thesis Deposit Receipt) as a PDF attachment.

Please save a copy of GS Form 16 for your records.

If there are any issues with your documents, please contact us as soon as possible.

☐ **COMPLETED▼**
THESIS DEPOSIT CHECKLIST  
PURDUE UNIVERSITY GRADUATE SCHOOL

FOR IN PERSON & BY PROXY DEPOSIT APPOINTMENTS continued

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 deposit fee will appear in a candidate’s student account 2-3 days after their thesis deposit appointment.

Regional Campuses
- Calumet and Fort Wayne candidates will pay their fees to their local bursars as part of the clearance process by their regional campus format advisors.
- IUPUI candidates will receive a paper bill following their successful deposit.

☐ THESIS DEPOSIT PROCESS COMPLETED

FOR LONG DISTANCE DEPOSIT APPOINTMENTS continued

6 PAY THE DEPOSIT FEE

| Master's Thesis Fee | $90.00 |
| Ph.D. Dissertation Fee | $125.00 |

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- IUPUI candidates will receive a paper bill following their successful deposit.

☐ THESIS DEPOSIT PROCESS COMPLETED
GS FORM 30 TIPS
(formerly called GS ETD Form 9)
Please use Adobe Acrobat Pro to complete GS Form 30
Free 30 day trial from available here:
www.acrobat.com/free-trial-download.html

HOW TO CONVERT GS FORM 30 TO A NON-INTERACTIVE PDF
OPTION 1
1. After you complete the form, print it
2. Scan the print out as a PDF
OPTION 2
1. After you complete the form, click File and choose Print
2. Select “Adobe PDF” from printer selection using drop down menu
3. Specify print range as the last page (form page) only. This will keep you from including the instruction page

For MAC users: Using the Create button, save GS ETD Form 9 as a Word document, then using the print command in Word choose Print as PDF

Now you can attach this non-interactive form to the front of your thesis using Adobe Acrobat

HOW TO ATTACH GS FORM 30 TO YOUR THESIS
REQUIRES ADOBE ACROBAT PRO
1. Open your PDF thesis
2. Click on Tools in the right side of the Ribbon
3. Under Insert Pages click Insert From File
4. Select your non-interactive PDF ETD Form 9 and click Okay
5. Set the location to Before and check the button next to First Page, then click Okay
6. Save your new, combined document

GO TO www.purdue.edu/gradschool/research/thesis/index.cfm FOR MORE THESIS DEPOSIT INFORMATION

FORMATTING REMINDERS

MARGINS
Top margin set at 2" on:
- Title page
- Major heading page
- Chapter heading page
- Single appendix page
Top margin set at 1" on:
- Subheading page
- Text page
- Multiple appendices page
Left margin set at 1.5"
Bottom margin set at 1.25"
Right margin set at 1"
Page numbers 0.5" from top

PAGE NUMBERS
Use the same font and font size for your page numbers as you use in the main body of your text.
Make sure your page numbers are in the correct order.

TABLE OF CONTENTS
Chapter titles should be in ALL CAPS. (Also true in the body of the text.)
The word Page appears above the column of page numbers on all TOC pages.

LIST OF TABLES/ LIST OF FIGURES
The words Table and Page appear at the top (top left and top right respectively) of all pages of the List of Tables and List of Figures.
Use consistent line spacing.

ABSTRACT
Use title case when you type the title of your thesis in the top part of the abstract (example: This is the Title of My Thesis: It Describes the Things I Researched at Purdue).

COVER PAGES
Include non-numbered, non-counted cover pages for your List of References, Appendices, and Vita sections.
Center these titles on the page vertically as well as horizontally.

REFERENCES
Do not allow reference entries to be split between two pages.

CAPTIONS
Table captions go above tables.
For detailed instruction regarding Purdue thesis formatting, deposit procedures, and overall expectations, please review our checklists, training packages, formatting samples, and instructional videos available on this page:

https://www.purdue.edu/gradschool/research/thesis/guidance.html

Careful attention to the resources provided on our site, and meticulous review of your thesis during the writing, formatting, and submission processes, will help ensure you avoid common discrepancies as well as make your deposit quick and easy. However, if you need further clarification on our procedures and policies, please feel free to contact us at gradhelp@purdue.edu 😊