



A Step by Step Filing Tutorial

UC **SANTA BARBARA**
GRADUATE DIVISION

STEP 1

Months in Advance of Filing

Check with your department to ensure you have met all of the other (non-thesis/dissertation/DMA document) requirements for your degree.



STEP 1

Months in Advance of Filing

Check the [UCSB GradPost](#) for upcoming Filing Workshops, Dissertation Writer's Room hours, and Dissertation Writing Retreats.



UC SANTA BARBARA
GRADUATE DIVISION

STEP 1

Months in Advance of Filing

Start formatting your document to fit with the University formatting guidelines:

[Templates](#)



STEP 1

Months in Advance of Filing

Figure out your copyright requirement(s).

Review these copyright guides:

[ProQuest](#)

[UCSB Library](#)

If you have previously published all or parts of your Thesis/Dissertation in a journal, check with the journal to find out if you need **permission (in the form of a letter or inclusion of a specific citation)** to reprint the material in your document. This is a common question, so you should be able to get the answer easily by contacting the journal.

If you are including material that was created by someone else (images, photos, poems, lyrics) you probably need to request **permission in writing (email or hard copy)** if the work is not open access or in the public domain.



UC SANTA BARBARA
GRADUATE DIVISION

STEP 1

Months in Advance of Filing

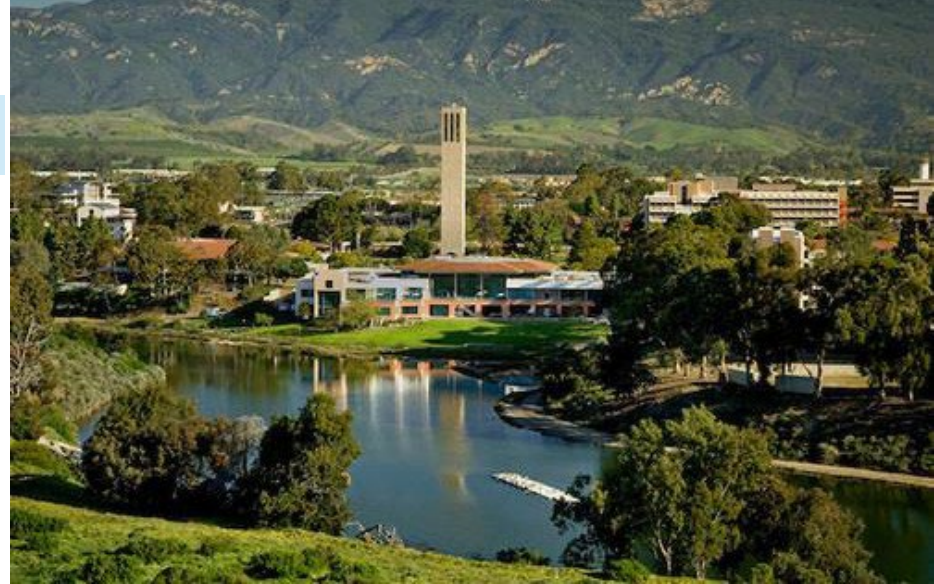
Figure out if you need to [embargo](#) your dissertation and for how long.

Identify the filing deadline you intend to meet:

[Filing deadlines](#)

Figure out what your status will be when you file:

- [Registration](#) or [filing leave of absence](#) is required during the quarter you file
- Spring quarter registration or filing leave covers you to file over the summer



UC SANTA BARBARA
GRADUATE DIVISION

STEP 2

Weeks in Advance of Filing

Print out the [Filing Checklist](#) and start checking things off!



UC SANTA BARBARA
GRADUATE DIVISION

STEP 2

Weeks in Advance of Filing

Ensure that your committee members will be available to sign the required documentation and prepare the documents.

- [Committee Form III](#) (doctoral students only, Scanned/faxed signatures ok on this document)
- Dissertation Signature page (the second page of your dissertation); DocuSign signatures are required.
- [Embargo Request Form](#) (only if you want to embargo your dissertation/thesis for **more** than two years; Scanned/faxed signatures ok on this document)
- [Committee Form IA](#) (only if your committee has changed and you haven't documented it yet; Scanned/faxed signatures ok on this document)
- [Committee Form I](#) (if you are filing a master's thesis and haven't formally nominated your committee yet; Scanned/faxed signatures ok on this document)



UC SANTA BARBARA
GRADUATE DIVISION

STEP 2

Weeks in Advance of Filing

Come to the [Graduate Division](#) to have a Pre-Check with an advisor

Prepare your **preliminary pages and a chapter** for the advisor to review



STEP 3

When You are Ready to File

- Electronically file your dissertation or thesis with [ProQuest](#).
- Watch this [screen-capture video](#) to familiarize yourself with the process
- If you are on a filing leave of absence, the **filing fee (half the Student Services Fee)** will be charged to your BARC account.
- If you are filing a Master's Thesis, the thesis submission fee **(\$25)** will be charged to your BARC account.



STEP 3

When You are Ready to File

(1) Email your electronically signed signature page to academics@graddiv.ucsb.edu

(2) Submit your ETD on ProQUEST

Complete the Exit Surveys (doctoral students only)

- [Survey of Earned Doctorates](#) (optional to include last 4 digits of SSN)
- [UCSB Doctoral Exit Survey](#)

You need to both E-File with [ProQuest](#) and email your signature page to the Graduate Division in order to be considered “filed.”



UC SANTA BARBARA
GRADUATE DIVISION

QUESTIONS

What if I have already e-filed and I didn't format the document correctly?

That is ok. An advisor will review the document and let you know if any changes need to be made, and then you just correct the formatting and re-upload the document via [ProQuest](#).

This won't affect your original filing date.



QUESTIONS

What if one of my committee members won't be available to sign off on my document?

Contact a member of the [Graduate Division Academic Services staff](#) **in advance of the deadline.**

We do require DocuSign signatures on the thesis/dissertation signature page in order to award your degree, but we can work with you to ensure you meet the deadline.



QUESTIONS

What if I don't have time to complete the Exit Surveys by the deadline?

That is ok.

You can completed the surveys shortly after the deadline as well.



**UC SANTA BARBARA
GRADUATE DIVISION**

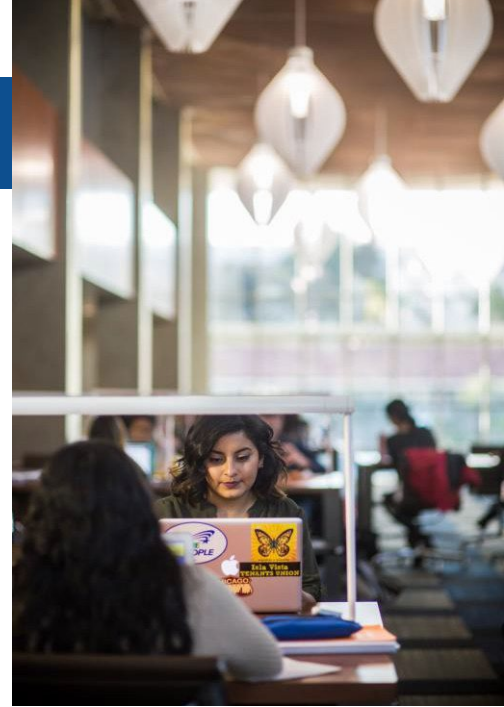
QUESTIONS

What if my employer needs verification of my degree?

Just let us know when you email **your signature page** to the Graduate Division and we can let you know the **documentation options and timeline**.

If you know that you have to provide verification immediately after you file, please email Graduate Division and ask for a "Rush Process" for you degree file.

Please note that we need a minimum of 7 business days to complete a rush request.



UC SANTA BARBARA
GRADUATE DIVISION

QUESTIONS

What if I have more questions?

[Call, email, or visit](#) us at the Graduate Division!



MORE RESOURCES

Graduate Division Website

[Filing your Thesis/
Dissertation/DMA
Document](#)

ProQuest

[Resources & Guidelines](#)



UC SANTA BARBARA
GRADUATE DIVISION