



FO 01 SUBMISSION CHECKLIST: THESIS/DISSERTATION PROPOSAL

FO 01

Instructions

1. Provide all the necessary information and affix your most recent picture
2. **Email file to ustgsograrchives@yahoo.com if using the MS WORD file option (for PDF, scan the printed form then email to ustgsograrchives@yahoo.com)**
3. Print one copy to accompany the checklist of items you will submit for oral defense.
4. Print this form in 8.5x11 letter (short bond paper) in laser or inkjet printer in the best possible print setting.

STUDENT INFORMATION

** ALL CAPS preferred for this field.*

- to attach image directly, download and open separately in Adobe Acrobat (not thru browser) - click here to attach your photo -JPEG/BMP file only * attach your jpeg image file here	* LAST NAME	Telephone Number (Residence/Office)
	* FIRST NAME	Mobile Number
	* MIDDLE NAME	E-mail address
	Program of Study M.A/M.S./Ph.D.	Graduate School Entry Date (Term/Year)
		Address

Research Proposal Title

Advisor

Co-Advisor (if necessary)

Submission Date:

Review Panel (Director's Note)

1)
2)
3)
4)
5)

SUBMISSION CHECKLIST

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|---|------------------------------|-----------------------------|
| 1) Evaluated Transcript of Records (Faculty Secretary Approved) | ☐ YES | ☐ NO |
| 2) Printed Soft-Bound Manuscript Copies * | ☐ YES | ☐ NO |
| 3) Signed Advisor's Endorsement (ISO Form UST:S027-00-F003) | ☐ YES | ☐ NO |
| 4) Signed English Editing Certificate | ☐ YES | ☐ NO |
| 5) (For Ph.D.) Signed Turnitin Certificate | ☐ YES | ☐ NO |
| 6) Signed Progress Report Form (ISO Form UST:S027-00-F029) | ☐ YES | ☐ NO |
| 7) Paid Pre-oral Fee (for Doctoral Students) Official Receipt + 1 Photocopy | ☐ YES | ☐ NO |
| 8) One ordinary short folder to contain the above items | ☐ YES | ☐ NO |

Incomplete requirements will not be accepted.

***4 Copies (Masters-Blue Cover) ; 7 Copies (Doctoral-Red Cover);**