



UNIVERSITY OF SANTO TOMAS
THE GRADUATE SCHOOL
THOMAS AQUINAS RESEARCH COMPLEX, ESPAÑA MANILA
OFFICE FOR GRADUATE RESEARCH



FO 02 SUBMISSION CHECKLIST: ORAL DEFENSE

FO 02

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.

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

* attach your jpeg image file here

Research Proposal Title

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Advisor	Co-Advisor (if necessary)	Submission Date:

Panel Members

1)	
2)	
3)	
4)	
5)	

SUBMISSION CHECKLIST

1) Evaluated Transcript of Records (Faculty Secretary Approved) and Photocopy of TW3/DW4 Enrolment Form.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2) Completed INCOMPLETE Grade Entry (Requiring Completion) *	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3) Completed Other Program Specific Requirements Including; -WCE, Internship (Heritage), Practicum (Psych.), Foreign Language (PhDs/History majors)	<input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> Not Applicable
4) Printed/Soft-Bound Manuscript Copies **	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5) Signed Advisor's Endorsement (ISO form UST:S027-00-F004)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6) Signed Certificate of Originality (ISO form UST:S027-00-F007)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7) Signed English Editing Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8) Signed Turnitin Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9) Paid Oral Defense/Advisor Fee Official Receipt +1 Photocopy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10) Published Journal DW3 Grade Clearance (for Doctoral)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Incomplete Requirements will not be accepted.
* if you are enrolled this Term, you must arrange for an earlier final examination date ASAP prior to your defense.
** 5 Copies (Masters-Blue Cover); 5 Copies (Business-Plan Green Cover); 7 Copies (Doctoral-Maroon Cover)