

# MASTER'S THESIS: FINAL SUBMISSION INSTRUCTIONS

Final thesis submission is done by appointment only and should be scheduled two weeks prior to submitting the thesis. No appointments are scheduled during finals week but students are allowed to drop-in for final submission. Appointment requests are sent to Graduate Education Services (GES) at [gsstusrv@u.washington.edu](mailto:gsstusrv@u.washington.edu) or by phone at 206.543.5900.

- Submit two identical thesis documents.
  - ✓ Each document needs to be submitted in a manila envelope with a copy of the title page securely taped to the envelope (do not seal the envelopes).
  - ✓ Each document must have pages in appropriate order as indicated in the format guidelines (title page, signature page, quote slip, abstract, etc.).
  - ✓ Thesis title must match the title you entered online. The online title is the official thesis title and will appear on UW transcripts. You can review and update the online thesis title at: <http://www.grad.washington.edu/student/mastapp.aspx>
  
- Submit a copy of your tuition statement showing that all thesis fees have been paid.
  - ✓ At least one week prior to submitting the thesis, pay all relevant fees with Student Fiscal Services (SFS) either in person, phone, or email at: 129 Schmitz Hall, 206.543.4694, [sfshelp@u.washington.edu](mailto:sfshelp@u.washington.edu); or by mail to: UW-SFS, PO Box 3981, Seattle, WA 98124-3981. Note: You must include your student number and write "Graduate Degree Binding Fee" on your check or money order.

Binding Fee	\$25	Mandatory
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Once the theses are submitted to the Graduate School, no additional changes to the documents are allowed with the exception of a major data error in the document. In this circumstance, a letter from the master's committee adviser is required outlining the necessary changes.

The quarter after the thesis is submitted, both documents will be bound and sent to the UW Libraries. One copy will be placed on the shelves and the other is placed in the archives. This process takes approximately 6 months.