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Last Name

First Name

Middle Initial

B-Number:

Department/Program:

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Prior to degree conferral, you must submit this form with the processing fee and submit an electronic copy of your thesis via ProQuest/UMI by the posted deadlines.

The thesis processing fee is \$85. The processing fee covers electronic submission; indexing and abstract services; microfilming and archiving; and digital storage and access. This fee can be paid via personal check or money order. Make your payment out to the Binghamton University Graduate School. Include your name and your B-Number on your payment.

Deliver this form and the fee to the Graduate School, Couper Administration Building, Room 134, or mail them to the Graduate School, Binghamton University, PO Box 6000, Binghamton, NY 13902-6000.

Submit this form and the fee to the Graduate School as soon as you can. You do not need to wait for your paper to be approved in ProQuest/UMI to submit them. If you do not submit this form and the fee, your degree cannot be conferred.

By signing below, you acknowledge that it is your responsibility to submit your thesis electronically and to make the requested formatting revisions to the electronic copy of your thesis. You acknowledge that, if you fail to take these actions, there will be a delay in the conferral of your degree and in the publishing of your thesis.

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## **WHAT'S NEXT?**

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Once your department approves your paper, submit it electronically to the Binghamton University Graduate School via ProQuest/UMI.

### **Making Formatting Changes**

If you need to make any formatting changes to your thesis/dissertation, you will receive an e-mail. (The e-mail will be sent to the e-mail address you provided via ProQuest/UMI.) Most students need to make changes. Once your paper conforms to all formatting requirements, you will receive an e-mail indicating your paper has been "accepted."

### **Ordering Bound Copies - If your department requires a bound copy, you are responsible for providing one. Through ProQuest/UMI**

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### **Through Another Binding Company**

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### **Questions?**

Contact the Degree Completion Team at [gad@binghamton.edu](mailto:gad@binghamton.edu).

### **Would you like your work to be available online now?**

If yes, please complete the form on the next page. This is optional.

**THIS FORM IS OPTIONAL.**

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Last Name First Name Middle Initial

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