

Graduate School Forms to File for Master's Program

Please make sure the office receives a copy for your file.

Most forms can be found on the *Graduate Virtual Advisor* at
<http://grad.uta.edu/currentStudents/VirtualGraduateSchoolAdvisor.asp>

Form to File	When to File	Description
Master's Thesis Proposal	Before you propose your thesis.	<i>Departmental form only.</i> Committee members will sign it after successful proposal.
Request for Scheduling of the Final Master's Examination	See Graduate School Calendar	Submit signed form to graduate school.
Final Master's Examination Report	See Graduate School Calendar	Submit signed form to graduate school.
Request for Change of Graduate Program or Degree Level	After completing 30 hours	Submit signed form to graduate school.
Application for Graduation	See Graduate School Calendar	Submit signed form to graduate school.
Thesis/Dissertation Data Sheet	See Graduate School Calendar	Submit to graduate school.
Thesis/Dissertation Mechanical Check	See Graduate School Calendar	Submit electronically or by paper format to graduate school.
Intellectual Property Statement Form	Submit with mechanical check	Submit signed form to graduate school.
University Microfilm Agreement/Copyright	See Graduate School Calendar	
Diagnostic Evaluation Report	Diagnostic Examination or Major Area Paper (MAP) for approval to continue with doctoral graduate studies.	Signed form submitted by the Graduate Advisor after the Diagnostic Examination or MAP have been passed.

Graduate School Forms to File for Doctoral Program

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Most forms can be found on the *Graduate Virtual Advisor* at
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Form to File	When to File	Description
Request for Comprehensive Examination	Before scheduling your oral dissertation Proposal.	To request proposal for your dissertation. Submit signed form to graduate school.
Comprehensive Examination Report	After your oral dissertation proposal has been completed.	To report results of dissertation proposal. Submit signed form to graduate school.
Request for Dissertation Defense	Before scheduling your dissertation Defense. See Graduate School Calendar.	To request dissertation defense. Submit Signed form to graduate school.
Dissertation Defense Report	After your dissertation defense has been completed. See Graduate School Calendar.	To report results of dissertation defense. Submit Signed form to graduate school.
Application for Graduation	See Graduate School Calendar	Submit signed form to graduate school.
Thesis/Dissertation Data Sheet	See Graduate School Calendar	Submit to graduate school.
Thesis/Dissertation Mechanical Check	See Graduate School Calendar	Submit electronically or by paper format to graduate school.
Intellectual Property Statement Form	Submit with mechanical check	Submit signed form to graduate school.
University Microfilm Agreement/Copyright	See Graduate School Calendar	