

Final Steps After Defence is Complete

1. Complete any required revisions to your final thesis draft. Have these revisions approved by your Supervisor as per the defence results. Once approved, remind your Supervisor to inform the Graduate Program Director that you have finished.

2. Format the final draft of your thesis according to the information found in the document, [Thesis & Dissertation – Formatting Guidelines](#).

3. Send a final PDF copy of your thesis to the School of Graduate Studies from your Trent University email account, for format approval.

- Email graduaterrecords@trentu.ca with “FINAL THESIS – FORMAT APPROVAL” as the subject line

**** Do not submit your final thesis online until you have received confirmation from the School of Graduate Studies that your formatting is correct. ****

4. Upload the approved final PDF copy of your thesis to [ProQuest ETD Administrator](#).

**** Do not print any hard copies of your final thesis through ProQuest. ****

5. Submit your Application to Graduate through Self Service, available under the Academics tab of the myTrent portal.

- Once within Self Service, select “Graduation Overview”
- Select “Apply” on the Program of Study you are submitting the Application to Graduate for
 - Under *Graduation Term*, select the appropriate “Grad” Term option
 - Complete all other fields within the Application to Graduate
 - If you wish to receive your degree/certificate by mail, deselect “Do you plan to pick up the degree/certificate at Convocation?”
 - Doing this will allow you to select your current address on file at Trent University or enter a new mailing address
 - Please note that for those that have their degree conferred by the Trent Senate in May, degree/certificates will not be mailed until after the Convocation Ceremony in June

- If you do not want your name included within the Convocation Program, deselect “Include your name in the Trent public list of graduates?”
- Once all fields within the Application to Graduate have been completed, select “Submit”
 - A confirmation email that your Application to Graduate has been received will be sent to your Trent University email account

6. If you wish to have your final thesis bound and printed in the Trent University branded hard cover for personal copies, please visit the Wallaceburg Print & Bind website:

<https://www.wbmbindery.com/thesis-binding/personal-thesis-binding/>

The cost of having the final thesis copies bound and printed are the responsibility of the student. Students may voluntarily deposit a print thesis copy in the Trent University Archives by delivering a bound hard copy of their thesis to the Bata Library University Archivist.

7. If you wish to request an Official Transcript, please review your Unofficial Transcript first to ensure that your academic record has been updated since completing your degree requirements. If your Unofficial Transcript is up to date, you may request an Official Transcript using the “Transcript Request” option that is available under the Academics tab of the myTrent portal.

**** For security and privacy reasons, all communications with the School of Graduate Studies must be through your Trent University email account. ****