

Graduate Students ~ Final Steps

(...after the defence has been completed)

1. Complete the editing for 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 your final draft according to the information found in the document, [Thesis & Dissertation – Formatting Guidelines](#).
 3. Send your final PDF to the School of Graduate Studies by email for format approval.
 - Email: graduate@trentu.ca with “FINAL THESIS” in subject line
- ** Do not print any hard copies or submit online until you have received confirmation from the School of Graduate Studies that your formatting is correct. ****
4. Upload the approved PDF of your thesis/dissertation to [ProQuest ETD Administrator](#).
 6. Apply to convocate through your myTrent portal

***OPTIONAL – Binding final thesis**

Students may want to print and bind their final thesis in Trent hard cover for personal copies.

You may send your PDF by email to the print shop (printshop@trentu.ca) if you want to use their services. They will deliver to Grad Studies/ BH 115 upon request. Printing and binding charges will go on your student account.

The cost of having the copies bound are the responsibility of the student. Copies are approximately \$20.00/each to bind.