

# To Submit an Electronic Thesis or Dissertation (ETD):

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**1. Submit paper thesis, dissertation, or selected project to committee for final approval.**

**2. Complete and obtain signatures on Page 2 of the Approval for Final Dissertation, Thesis, or Selected Project (ADV Form 8d).**

- ALL department, college, and committee signatures on ADV Form 8d are REQUIRED.

**3. Convert document to a .pdf file using Adobe Acrobat.**

- The Information Commons on level 3 of the Library (422-2911) has computers with Adobe Acrobat and can assist in converting files.

**4. Select the “Submit ETD” tab to upload ETD and complete submission.**

**5. Take the following to the Library Administrative Offices (2060 HBLL)**

- ADV Form 8d (signed and completed, including BYU Student ID #)
- 1 additional copy of title page
- UMI form (only for dissertations)
- Requested paper copies on 24 lb weight bond in separate manila folders and rubber-banded together. Additional copies may be submitted to be bound for personal use. (More Information below.)
- Payment for binding and processing fees (debit, credit, check, or cash accepted). The binding fee is \$15 per copy. Additional charges may apply.

## Paper Copies

The committee chair and the department chair may request bound copies, paid for by the student.

The Library will print one copy from the submitted ETD to be bound and placed in Special Collections. There is no fee to the student for the printing and binding of the library copy.

Students may submit additional paper copies to be bound for personal use. The charge is \$15.00 per bound copy. Additional charges may apply for CD sleeves and international shipping.