

THESIS/DISSERTATION INTAKE FORM

Please complete this form and print it. Present this completed intake form with the “[Forms and Procedures for Degree Completion Checklist](#),” the “[Thesis Guidelines Checklist](#),” and the “[Signature Page for Faculty and Student](#)” with a copy of your thesis/dissertation that will be reviewed. Submit these materials to the front desk at the Graduate School. Please submit an intake form each time you submit your thesis/dissertation for editing. Doctoral students will also need to submit the [SED](#) at this time.

Check one: Thesis Dissertation

Your name as it appears on the thesis/dissertation. Please include the hyphen if you use one in your last name.

Last name	First name	Middle Initial
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Banner ID Number _____

Home phone number including area code _____

Work phone number including area code _____

E-mail address (if this includes _ please write below the line not as a hyphen -)

Semester you plan to graduate: Fall Spring Summer Session

Date of orals/final defense: _____

Attending commencement: Yes No

The Graduate School assumes that you have followed the NMSU Guidelines for format and use of a writing style. What style manual or journal format did you use for your references and other technical aspects of your paper?

If you did not do the format editing and word processing yourself, please provide the name and phone number or e-mail address of the person who did.
