

Doctoral students used to complete the ProQuest/UMI form on paper, accompanied by a separate cashier's check or money order for \$65. This fee covered traditional publishing by ProQuest/UMI and doctoral students had to pay for this out of their own pocket. If they chose other optional services, they would pay those fees as well.

As of August 30<sup>th</sup>, 2018, the paper ProQuest/UMI form is changing to an electronic form. The traditional publishing fee will now be lifted, and any optional payments to ProQuest (open access publishing or optional copyright registration) will be processed through their website with a credit card.

Personal copies are a service ProQuest/UMI offers, but this is optional and not a required service. As a student, feel free to check around and learn about other options available.

The new electronic ProQuest/UMI form requires doctoral students that are binding their dissertations to create a new account on the ProQuest/UMI site. Once you have this account and are logged in, the system will walk you through the process of completing the electronic ProQuest/UMI form. Once you complete, you will need to view and print your submission details. You will bring a copy of this to the library along with your library binding form, and the copies to be bound. If you have personal copies, you will also be taking the form and payment for those.

Here is the link to get you started for the ProQuest/UMI form:

<https://www.etsadmin.com/cgi-bin/student/etd?siteId=586>

**Please note that the confirmation of the online completion of the UMI/ProQuest form goes with your binding copies to the library.** You do not supply this to the Graduate School even if the confirmation email states that you do.