UNIVERSITY OF SANTO TOMAS
THE GRADUATE SCHOOL
THOMAS AQUINAS RESEARCH COMPLEX, ESPAÑA MANILA

OFFICE FOR GRADUATE RESEARCH

FO 01 SUBMISSION CHECKLIST: THESIS/DISSERTATION PROPOSAL — FO 01

Instructions

1. Provide all the necessary information and affix your most recent picture
2. Save file as word document with the filename: PROPOSAL/year/SURNAME, for example, PROPOSAL2016DELACRUZ.doc
3. Email file to ustgsograrchives@yahoo.com;
4. Print one copy to accompany the checklist of items you will submit for oral defense.
5. Print this form in 8.5x11 letter (short bond paper) in laser or inkjet printer in the best possible print setting.

STUDENT INFORMATION

** ALL CAPS preferred for this field.*

- to attach image directly, download and open separately in Adobe Acrobat (not thru browser)

- click here to attach your photo

-JPEG/BMP file only

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* LAST NAME

* FIRST NAME

* MIDDLE NAME

Program of Study M.A/M.S./Ph.D.

Telephone Number (Residence/Office)

Mobile Number

E-mail address

Graduate School Entry Date (Term/Year)

Address

Research Proposal Title

Advisor

Co-Advisor (if necessary)

Submission Date:

Review Panel (Director's Note)

1)

2)

3)

4)

5)

SUBMISSION CHECKLIST

1) Evaluated Transcript of Records (Faculty Secretary Approved)	☐ YES	☐ NO
2) Printed Soft-Bound Manuscript Copies *	☐ YES	☐ NO
3) Signed Advisor's Endorsement (ISO Form UST:S027-00-F003)	☐ YES	☐ NO
4) Signed English Editing Certificate	☐ YES	☐ NO
5) (For Ph.D.) Signed Turnitin Certificate	☐ YES	☐ NO
6) Signed Progress Report Form (ISO Form UST:S027-00-F029)	☐ YES	☐ NO
7) Paid Pre-oral Fee (for Doctoral Students) Official Receipt + 1 Photocopy	☐ YES	☐ NO
8) One ordinary short folder to contain the above items	☐ YES	☐ NO

Incomplete requirements will not be accepted.

***4 Copies (Masters-Blue Cover) ; 7 Copies (Doctoral-Red Cover);**