

### **Instructions for Submission of Master's Thesis Paperwork**

1. [Thesis and Dissertation Guidelines](#): Instructions for formatting and arrangement of your thesis.
2. [Lehigh Open Access Permission Form](#): Click on the link and follow the instructions to complete the DocuSign form. Once complete you will need to submit a copy of this form to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu).
3. [Publishing Fee Receipt](#): This is a \$55 fee that must be paid through the LU Market. Click on the link provided, select the Registration & Academic Services store from the selections available. Select Microfilm Master's Thesis and add to your cart. Follow the instructions to complete the transaction. Once completed, you must send a copy of the receipt to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu).
4. [Lehigh Next Destination Survey](#): This survey must be completed online by clicking on the link provided. Once completed, an email will automatically be sent to Shaku Jain-Cocks to confirm its completion.
5. [Thesis Signature Sheet](#): You will initiate the process by clicking on the link provided and following the DocuSign instructions. Please be sure to read the instructions carefully so that you enter your committee members in the appropriate spot. **When entering email addresses for all Lehigh personnel you MUST use their username address (abc123@lehigh.edu). Email aliases WILL NOT WORK.** When you are asked to enter your Graduate Program Manager please be sure to enter Shaku Jain-Cocks' ([shj208@lehigh.edu](mailto:shj208@lehigh.edu)) name and email. Once all signatures have been collected Shaku will get a copy in PDF form and confirm its receipt with you.
6. [Upload Thesis to Publishing Site](#): Follow the link to the ProQuest publishing site and follow the instructions to upload your final written document. Confirm your submission to Shaku Jain-Cocks at [shj208@lehigh.edu](mailto:shj208@lehigh.edu) once you are done. She will review the document on the ProQuest site. If all looks good you will receive an approval email. If any formatting adjustments need to be made you will receive an email detailing what is needed.