Instructions for Remote Submission of Master’s Thesis Paperwork


2. **Lehigh Open Access Permission Form**: This form has been converted to a DocuSign form. Click on the link and follow the instructions to complete the form. Once complete you will need to submit a copy of this form to me at brc3@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 me at brc3@lehigh.edu.

4. **Thesis Signature Sheet**: This form has been converted to a DocuSign form. You will initiate the process by clicking on the link provided and following the instructions. Please be sure to read the instructions provided in the DocuSign form 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 my name and email, Brie Lisk (brc3). Once all signatures have been collected I will get a copy in PDF form and confirm its receipt with you.

5. **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 me at brc3@lehigh.edu once you are done. I 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.