



## Electronic Dissertation Deposit

Submitting your dissertation as an electronic file to UMI [University Microfilms] is a simple, straightforward process that you can accomplish from your home computer [if it is able to handle large files and transmit them quickly] or from a terminal on campus. The procedure begins when you log onto the ProQuest/UMI site:

<http://dissertations.umi.com/brandeis/>

that is reserved for Brandeis submissions. All the information you need to successfully submit is on the site. It contains, for example, the Publishing Agreement Form along with information on formatting, conversion to PDF and copywriting. If you have questions, contact Helene Greenberg, Coordinator Dissertation Submission Process, ext. 6-3413.

When you submit, GSAS is contacted by ProQuest/UMI and Helene will perform a final review to insure that formatting and other Brandeis requirements\* have been met. Once approved, your dissertation will be released for publication when your degree has been conferred.

We still require several documents from you before you are 'done'. The required documents are:

- **\*GSAS Exit Survey** – Survey must be completed on-line; we no longer accept hard copies
- **\*Survey of Earned Doctorates** – Hard copy survey
- **\*Mailing Label** - Address at your soft bound dissertation copy can be expected to reach you during the next six month
- **\*Official Signature Page** – signed by each committee member with blank line for Dean of Arts & Sciences signature.

*If you wish to have your dissertation cloth bound, you may order this from ProQuest/UMI for \$45.00.*