

Filing Fee Application (*scroll down for Filing Your Dissertation*)

To use the Filing Fee Application (in lieu of registration and paying tuition), you must meet the following criteria:

- You were registered in ELP for the preceding quarter (and tuition was fully paid)
- Your Final Oral Exam will take place before the Filing Fee Application deadline for the quarter
- You do not use more than 12 hours of university resources (including faculty time) since last being registered and the first day of class for the new term
- You have filed the Filing Fee Form prior to the deadline established by Graduate Division for that quarter
- You must file your dissertation (online) by the deadline established by the Graduate Division for that quarter

The filing fee form is online at: (<https://grad.ucla.edu/gasaa/etd/filingfee.pdf>)

Note: If you do not file your dissertation in the quarter that you filed your Filing Fee Application form, the university views you as out-of-status (not a student). You will need to re-apply to ELP, be re-admitted, be registered and pay tuition for the next quarter in order to complete all doctoral requirements and to graduate.

Filing Your Dissertation

ELP recommends that you file (upload) your dissertation **at least two weeks before the deadline** to avoid technical difficulties and to obtain all the required signatures online.

Webinar on Preparing Your Dissertation

There is a webinar on preparing your dissertation that can be viewed anytime by going to: (<https://grad.ucla.edu/gasaa/etd/etdpresentation.pdf>)

For dissertation FAQs visit: (<https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>)

Also, find the PDF of the Dissertation Format Filing Guide on the ELP website. (Or you may download your own copy: <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>)

Dissertation Format Filing Guide (see separate attachment for instructions)

**Please note that you may have to cut and paste these links into the "url" to access.*