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Thesis Clearance from Registrars, Bursars, and Library

Once the approval pages have been signed, the student must do the following:

1. Submit a copy of the signed approval page to the Associate Registrar, (Room 1280N). Students will then be provided with the Clearance Form.
2. Submit the Clearance Form and the binding fee (\$30.00) to the Office of the Bursar.
3. Submit the Clearance Form with **two** bond copies of the approved thesis and **two** signed approval pages to the library reference desk.

What happens to your thesis after it is submitted to the library?

- a. After the library receives your thesis, it is microfilmed, bound and cataloged by the library. After a few months, a record of your thesis will appear in the CUNY+ and WorldCat international database. One copy of your thesis will become available to CUNY borrowers and by interlibrary loan and the microfilm and second copy will be available for library use only.
4. After the Clearance Form has been signed by the Office of the Bursar **and** the Library, it must be returned to the Office of the Registrar.