This form is used to indicate that a student has fulfilled all requirements, including Advisory Committee review of the thesis or dissertation, and is registering only to defend his/her thesis or dissertation. This form must be submitted to the Graduate School at least three weeks prior to the exam day, but no later than the Friday of the third week of classes. The student must also submit the Application for Degree via Hokie Spa. If approved, the student will be registered by the Graduate School for one credit hour. This charge is non-refundable.

International students should refer to http://www.graduateschool.vt.edu/igss/academic for more information regarding Start of Semester Defense Exception and immigration requirements.

**LAST/FAMILY NAME**

**FIRST/GIVEN**

**MIDDLE NAME**

**SUFFIX**

Last 4 Digits of Student ID Number: ______________________

Date of Birth: ____________________________

month/day/year

E-mail Address: ____________________________

@vt.edu account, preferred

Daytime Phone: ____________________________

□ Home □ Office □ Mobile

Local Address

__________________________________________

__________________________________________

__________________________________________

city state zip country

E-mail Address: ____________________________

□ Home □ Office □ Mobile

Daytime Phone: ____________________________

□ Home □ Office □ Mobile

Date and Time of Defense: ____________________________

DATE TIME

If a later date is requested, please justify below.

Location of Defense

□ BLACKSBURG □ HAMPTON ROADS □ NATIONAL CAPITAL REGION □ RICHMOND □ ROANOKE □ SOUTHWEST VIRGINIA

Location on Campus:

BUILDING

ROOM NUMBER

□ I have already defended and am submitting this form to complete degree requirements.

STUDENT SIGNATURE date

Required Signatures

COMMITTEE CHAIRPERSON signature printed name e-mail (@vt.edu, preferred) date

DEPARTMENT HEAD signature or authorized GRADUATE PROGRAM DIRECTOR

printed name e-mail (@vt.edu, preferred) date

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) signature date

INTERNATIONAL GRADUATE STUDENT SERVICES signature date

GRADUATE SCHOOL signature date

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.