

## International Students: Optional Thesis Editing Service

Editing services are available for **no charge** for international students graduating this quarter.  
Processing and editing take time. **If you use this service, follow this schedule.**

What	When (due date)	Where	Who	Why
1. Editing brief (mandatory)	16 Apr or 17 Apr 1730–1830	DKL 151	<i>By thesis processors, for students</i>	Learn the process; opt-in to use the editing service
2. Submit for Initial Review	26 Apr (or earlier)	SharePoint (linked on your Python Thesis Dashboard):  Upload 3 chapters to TPO folder, then request Initial Review via orange button	1. <i>Student</i> places file(s) in For Thesis Processing Office folder 2. <i>Student</i> completes submission form found at SP site's orange button	Request Initial Review  Completes dashboard milestone
3. Submit for Editing*	24 May (or earlier)	SharePoint:  Upload near-final thesis draft** to TPO folder, then request editing by emailing international editing services	<i>Student</i> emails <a href="mailto:internationaleditingservice@nps.edu">internationaleditingservice@nps.edu</a>	Request review by the editor  (Upon return of draft) make edits requested by editor
4. After edits, share your document(s)	Follow your department's guidelines	SharePoint	<i>Student</i> places Final Draft file(s) in Advisor-Chair Review Files folder	For advisor and chair reviews
5. Route your Thesis Release and Approval Form (TRAF)	Follow your department's guidelines	Python	<i>Student</i> starts routing TRAF when advisors are ready to sign off	Final official approval from advisory team and chair  Completes dashboard milestone
6. Submit for Final Review (TRAF signed)	7 Jun (or earlier)	SharePoint and Email	1. <i>Student</i> places file(s) in For Thesis Processing Office folder 2. <i>Student</i> emails assigned thesis processor (TPO)	Request Final Review

\*You must submit a near-final thesis for editing no later than 7 Jun; extension advised.

\*\*Near-final drafts have complete content but *are not yet signed off by your department.*

The Thesis Processing Office is the liaison for editing services, **but the processors are not your editors**; these are two distinct departments with separate roles.

**Keep this chart in your thesis folder for easy reference.**