**Committee Chair Cover Letter**

07/02/2024

Judy Kim, Interim Dean

Division of Graduate Education and

Postdoctoral Affairs

UC San Diego

Dear Interim Dean Kim:

We request permission for STUDENT NAME to use material that has been submitted for publication. STUDENT NAME was the principal researcher/author on these papers.

STUDENT NAME; Doe, Jane; and Jones, John. *Title of paper 1 goes here (use the full citation of the work).*

STUDENT NAME; and Smith, Bob. *Title of paper 2 goes here (use the full citation of the work).*

Doe, Jan; Smith, Bob; STUDENT NAME; and Jones, John. *Title of paper 3 goes here (use the full citation of the work).*

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Committee Chair STUDENT NAME

John Jones

\*\*The letter from your committee chair needs to list all publications being used in your dissertation/thesis, even if your chair is not listed as a co-author. Include a full citation of the material.

\*\*Please edit the “to use material that has been submitted…” text to best fit your situation. See [pages 42-47](https://grad.ucsd.edu/_files/academics/BlueBook2022-23updated2.9.23.pdf) of the formatting manual for additional sample text (i.e. published paper, paper currently in preparation, unpublished material, etc.) as well as full information on permission letters.

\*\*Co-authors can use a digital or physical signature. Digital signatures should be digitally drawn or digitally certified. We cannot accept typed names. One method to collect digital signatures is Docusign or Adobe Acrobat’s certified signature feature. If using Docusign/Adobe Sign, include the “signature certificate” or “audit report” page.

**\*\*Remove all highlighted text when you send the letters out for signatures**. **Once you have all of the permission letters, please submit them to our** [**online Kuali form**](https://grad.ucsd.edu/academics/preparing-to-graduate/dissertation-thesis-manual.html)**. Use the “Permission Letter Submission Form” button. Upload as 1 PDF.**

[**See this link for an overview of the Kuali form.**](https://grad.ucsd.edu/_files/academics/KualiFormInstructions.pdf)

**Co-Author Permission Letter**

07/02/2024

STUDENT NAME has my permission to include material that has been submitted for publication, of which I was a co-author.

STUDENT NAME; and Smith, Bob. *Title of paper 2 goes here (use the full citation of the work).*

Doe, Jan; Smith, Bob; STUDENT NAME; and Jones, John. *Title of paper 3 goes here (use the full citation of the work).*

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Bob Smith