Using Digital Signatures in Adobe PDF Forms

Creating a digital signature is a one-time process. Once set up, it can be used to sign any forms or documents inside Adobe.

STEP 1 Download form to your computer

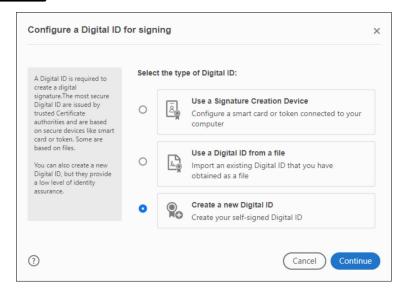
STEP 2

Open form in Adobe Acrobat (currently available for free to UA faculty/staff and students) or Adobe Reader. Do NOT open this form in a web browser or third-party software, as this will remove the functionality of some fields.

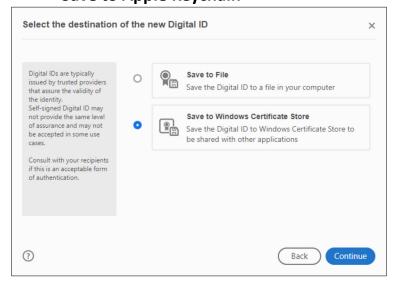
STEP 3

Click in applicable Signature field

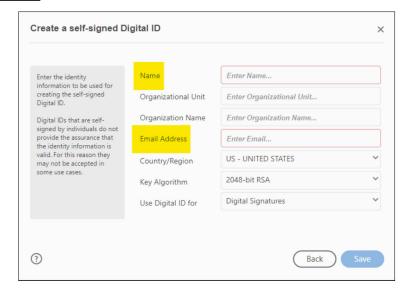
STEP 4 Select "Create a new Digital ID"



Select "Save to Windows Certificate Store" or "Save to Apple Keychain"



STEP 6 Enter your name and UA email address and save



STEP 7

Save and return form as an email attachment



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REQUIREMENT TERM CHANGE REQUEST (FORWARD ONLY)

BUCHTEL COLLEGE OF ARTS AND SCIENCES

Student's Name:		
ID Number:	Email:	
	Phone No.:	
		D ONLY FOR CHANGES FOF HE COLLEGE OF ARTS AND
Degree/2 nd Major/Minor:		
(Please circle)	Academic Plan Number	Academic Plan Name
Old Requirement Term:	New Require	ment Term:
**Anticipated date of gradua	ation	
I have reviewed the effects of this advisor. I understand and agree to the change. I understand I cannot move in	ne new requirements for my gr my term back once it is change	raduation as a result of the requested ed.
1Student Signature		Date
2		
A&S College Advisor Signature		Date
DEAN'S OFFICE USE:		
UPDATED BY:		