

DocuSign Matriculation Form Instructions:

1. Visit our matriculation documents webpage:
<https://sgaes.desu.edu/admissions/current-students#formsdocs>.
2. Make sure you are the party that should be initiating the form. The party that should initiate the form is noted next to the link to the form.
3. Click on the link to initiate the form.
4. When the PowerForm page appears, complete any blank name and email information.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Program Director

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:
Student

Your Name:

Your Email:

5. Click Begin Signing

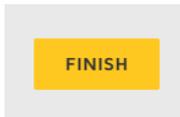


6. Complete the form. Any items that are required are outlined in red, but you may need to complete optional fields depending on the form.

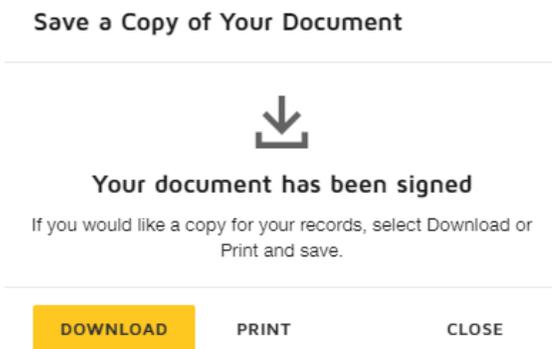
7. Click the box labeled “Sign” to add your signature to the form:



8. Click FINISH:



9. You will be given the option to save/print the document (all parties will receive a completed copy after the last signature so you don't necessarily have to keep a copy at this point).



10. You will receive a message stating your document is complete:



Click CLOSE.

11. The form will automatically be forwarded to the next person required to sign.
12. Once all parties sign the form, all parties will receive a PDF copy of the form to download and/or print.
13. If you have any questions, please contact Sarah Greene in the School of Graduate, Adult and Extended Studies at 302-857-6800.