Process for Completing & Signing Forms for Windows

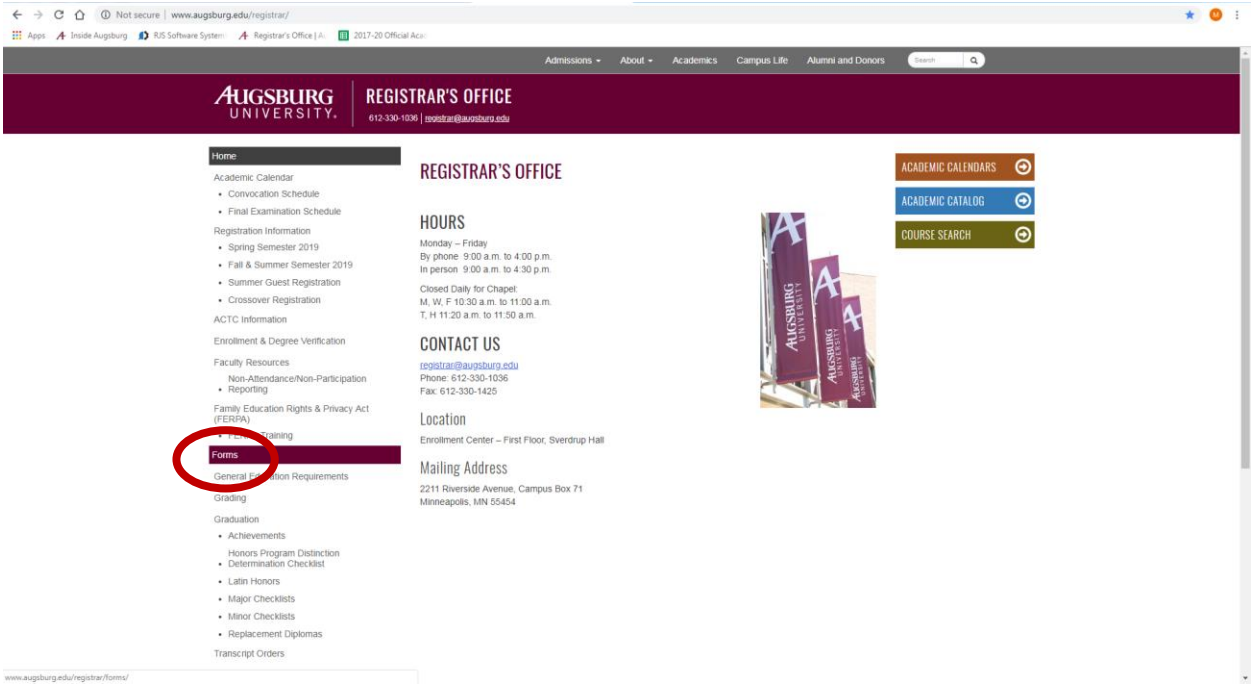
1. Go to www.augsburg.edu/registrar/forms
2. Choose form (i.e. Registration Form, Petition, etc.)
3. Download and save form onto computer
4. Open document with Adobe Acrobat Reader, or another PDF reader
5. Fill out entire form by typing in all the information needed (name, ID number, semester, course, etc.)
6. Select fill & sign
7. Select “Add signature or Add initials”
8. Select “Draw”
9. Draw signature on line
10. Press “Apply”
11. Place signature on signature line
12. Save file
13. Attach file to email and send to registra@augsburg.edu

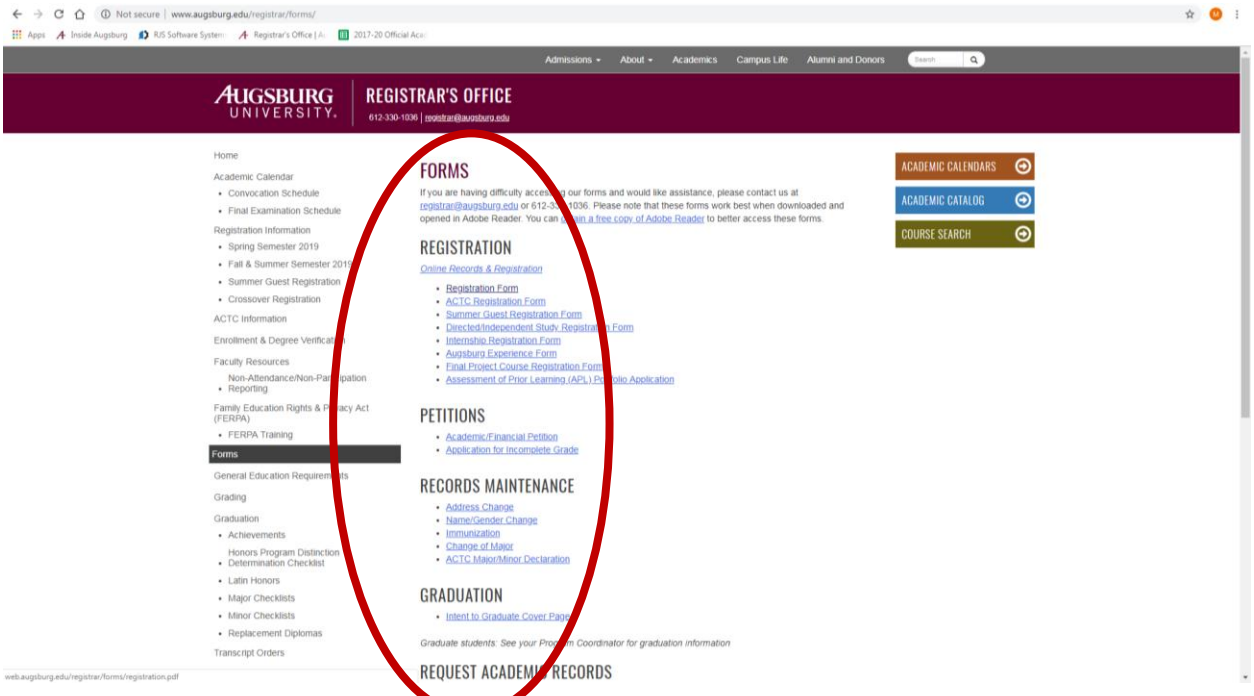
Process for Signing Forms for Mac

1. Go to www.augsburg.edu/registrar/forms
2. Choose form (i.e. Registration Form, Petition, etc.)
3. Download and save form onto computer
4. Open document in PDF Preview
5. Fill out entire form by typing in all the information needed (name, ID number, semester, course, etc.)
6. Select “show markup tool bar”
7. Select pencil icon
8. Draw signature on signature line
9. Save file
10. Attach file to email and send to registra@augsburg.edu

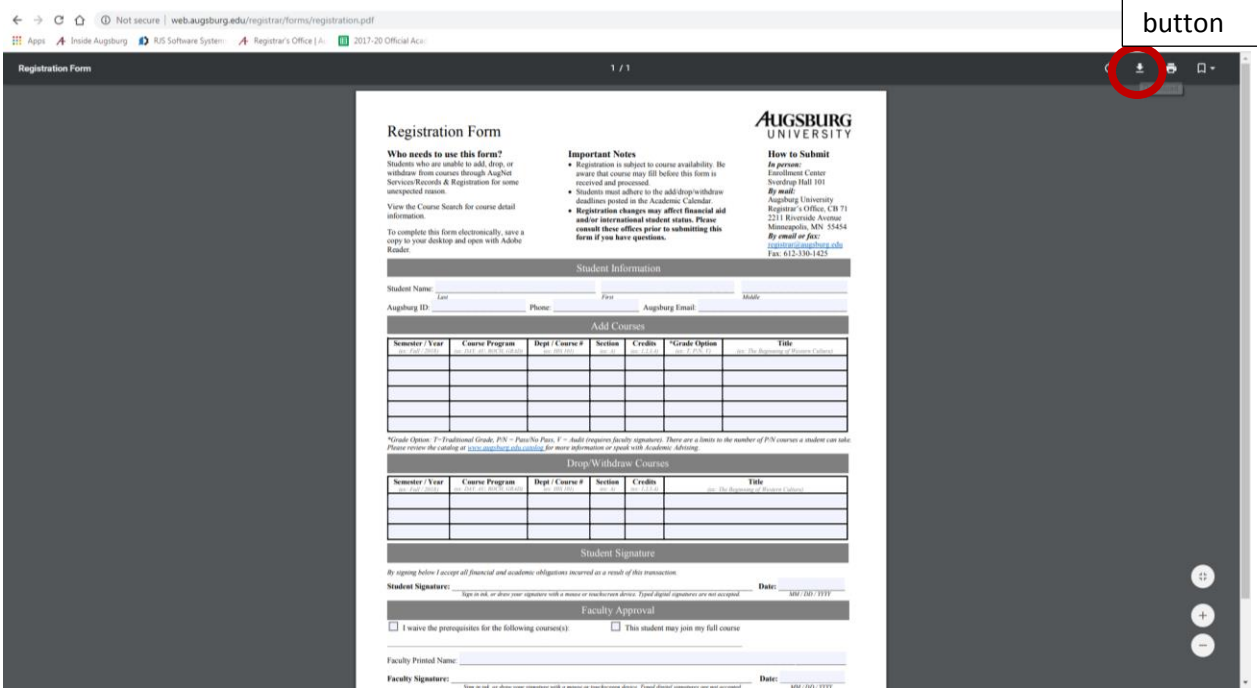
See images on next page

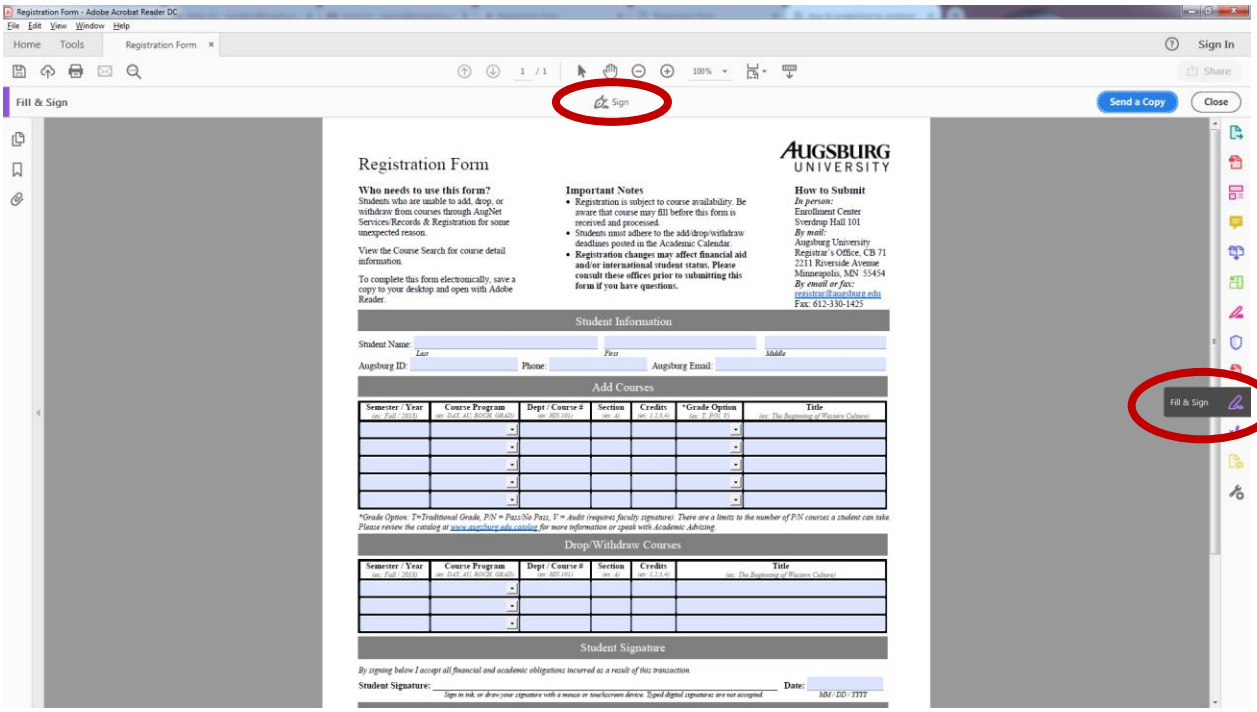
Images for Windows

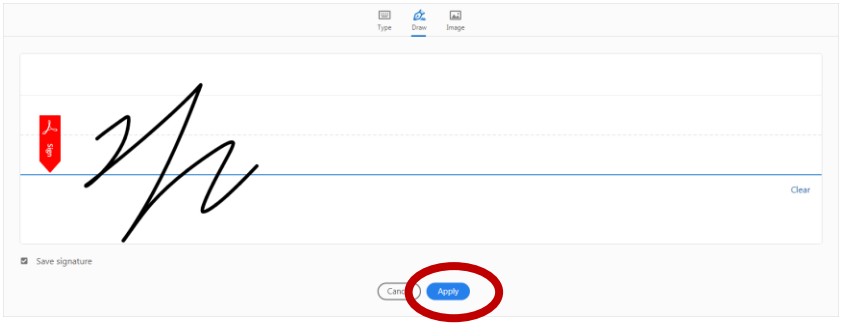
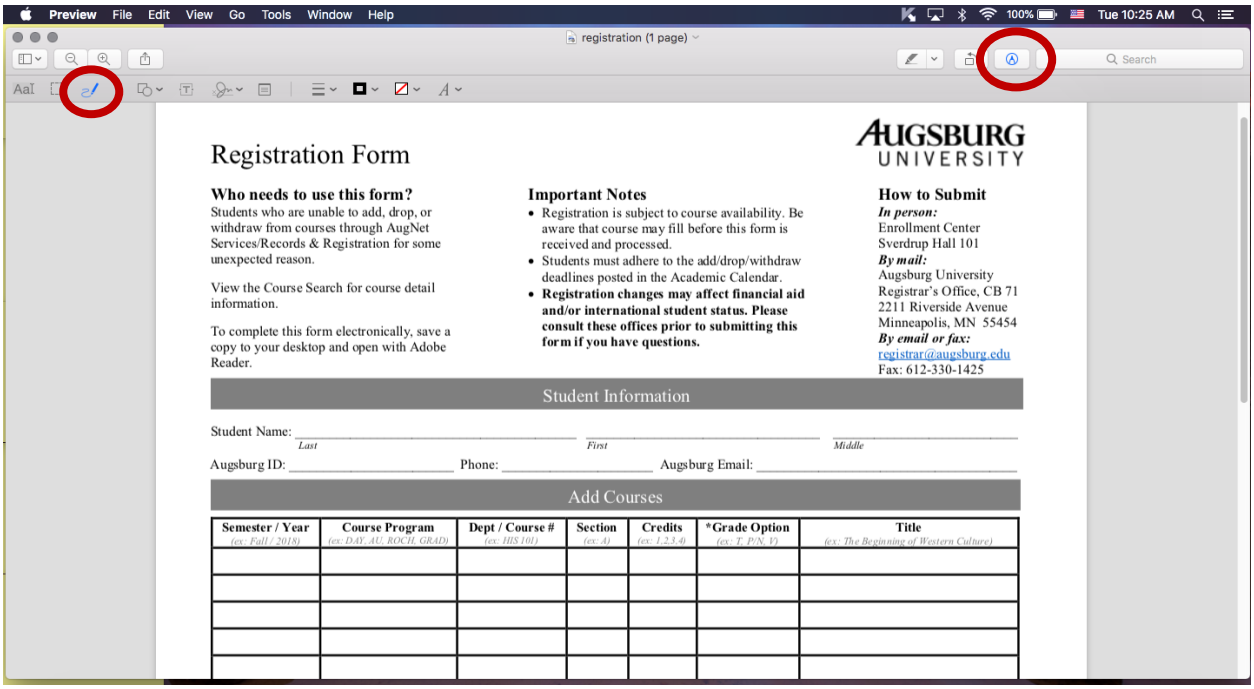
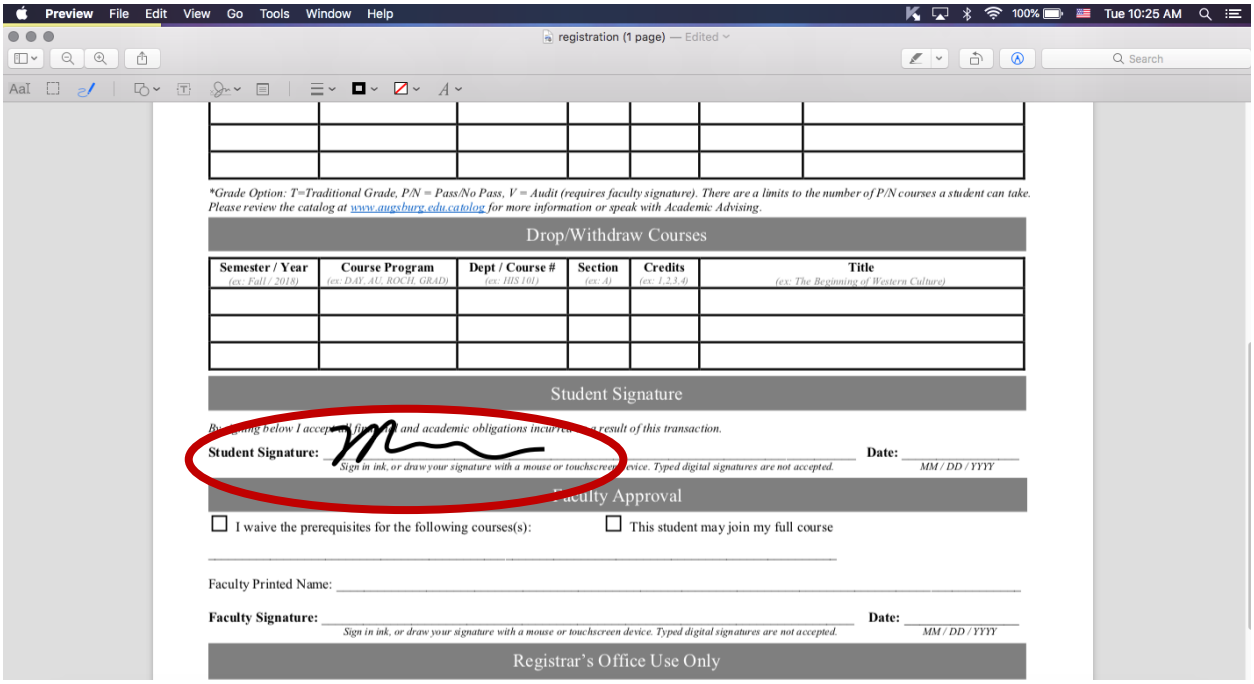




Download button







Images for Mac (same download process as Windows)