

submitting a petition



WHEN TO SUBMIT

- AFTER COMPLETING THE COURSE
- WITH ADVANCEMENT DOCUMENTS
- WITH FINAL DEGREE PAPERWORK

NEW PROCESS MUST BE SUBMITTED VIA GRAD DIVISION-GENERATED DOCUSIGN FORMS

GENERAL PETITION POWERFORM LINK: [HTTPS://POWERFORMS.DOCUSIGN.NET/6428EBAA-F48C-4739-93BD-902E76574BEA?ENV=NA3-EU1&ACCT=B59BDE83-A9C8-45E6-B2D5-F78D024994A0](https://powerforms.docuSign.net/6428EBAA-F48C-4739-93BD-902E76574BEA?ENV=NA3-EU1&ACCT=B59BDE83-A9C8-45E6-B2D5-F78D024994A0)

1



2



3



4



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ACCESS THE
DOCUSIGN
POWERFORM
ROUTING
DOCUMENT

PREPARER CAN BE
ANYONE, EVEN THE
STUDENT

ENTER THE NAMES
AND E-MAILS OF
ALL REQUIRED
FORM APPROVERS

***DO NOT FILL OUT
THE ASSOCIATE
DEAN INFO - IT IS
NOT REQUIRED FOR
ARTS STUDENTS**

ON THE FORM
CLICK "BEGIN
SIGNING"

THE FORM
OPENS AND THE
PREPARER WILL
ENTER BASIC
INFO (I.E. NAME,
ID#, E-MAIL ETC.)

CLICK "FINISH" &
THIS WILL KICK OFF
THE ROUTING OF
THE FORM

DOCUSIGN WILL E-
MAIL THE NEXT
RECIPIENT BASED
ON THE ORDER
INDICATED ON THE
ROUTING LIST

THE COMPLETED
DOCUMENT WILL
BE SENT DIRECTLY
TO GRAD DIVISION

ONCE PROCESSED
BY GRAD DIVISION,
FINAL DOCUMENT
SENT TO GRAD
PROGRAM
COORDINATOR

EMAILS FROM DOCUSIGN ARE **DSE_NA3@DOCUSIGN.NET**

QUESTIONS? CONTACT THE ARTS GRAD PROGRAM COORDINATOR
JENN WONG AT JENNAW4@UCI.EDU

