submitting a petition

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


1. ACCESS THE DOCUSIGN POWERFORM ROUTING DOCUMENT

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

3. ON THE FORM CLICK "BEGIN SIGNING"

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

5. THE COMPLETED DOCUMENT WILL BE SENT DIRECTLY TO GRAD DIVISION

PREPARER CAN BE ANYONE, EVEN THE STUDENT

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

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

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

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

QUESTIONS? CONTACT THE ARTS GRAD PROGRAM COORDINATOR JENN WONG AT JENNIAW4@UCI.EDU

EMAILS FROM DOCUSIGN ARE DSE_NA3@DOCUSIGN.NET

WHEN TO SUBMIT

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