Academic Credit Internship DocuSign Process

Advisor Role

You are the first step in the approval process after the student submits their packet. Once all parties have signed their part of the document, you will receive a final copy of the full packet for your records.

Stages of Approval

1. Student
2. Advisor
3. Employer
4. Faculty
5. Department Chair
6. Assistant Dean

You will receive an email form letting you know that a student has created an application. Click on agreement and "CONTINUE".

Click the "START" button.
Fill out all required information and add any comments.

Electronically sign the document.

Create your signature.
Click "FINISH".

Congratulations, you are done!

You're All Done!
You'll receive a copy once everyone has signed.

Think Signing was Easy?
Send out documents for signatures and complete them within minutes.