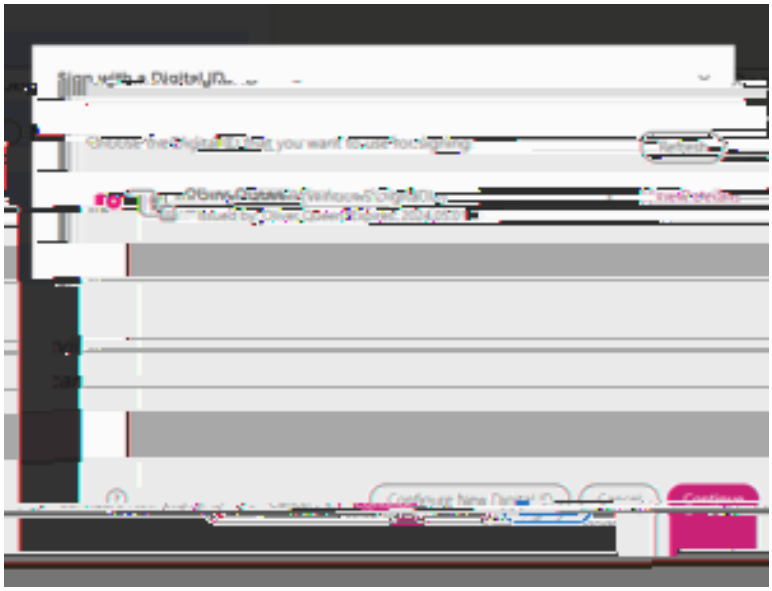
Applying Electronic Signatures

This page describes how to apply electronic signatures to your forms.

Apply Your Signature

On many forms, you will be asked, as a graduate student, to apply your own signature to the form. To do this, you will need to use Adobe Acrobat or Adobe Acrobat Reader. For the purposes of this document, both will be referred to as “Acrobat.”

Download the form that you need to sign and open it in Acrobat. You will not be able to complete and sign your form if you have opened it in a browser like Chrome or Edge.
Fill out your form with all other information, other than the signature.
Once you have completed all other fields, click into the field for your signature.
Acrobat will give you the option to apply an electronic signature, if you already have it.
If you already have an electronic signature prepared on your computer, you have now applied your signature.



Initial dialog for applying an electronic signature.

Modified from: https://gradschool.utk.edu/forms-central/applying-electronic-signatures/

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3. It is recommended to just save the Digital ID to a file on your computer.

4.

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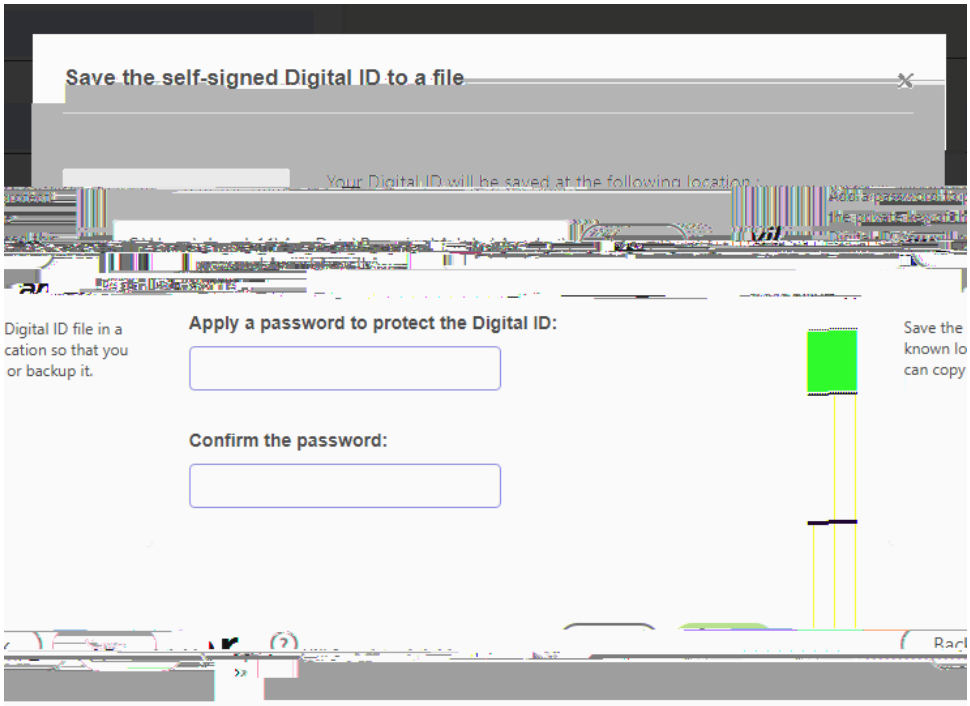
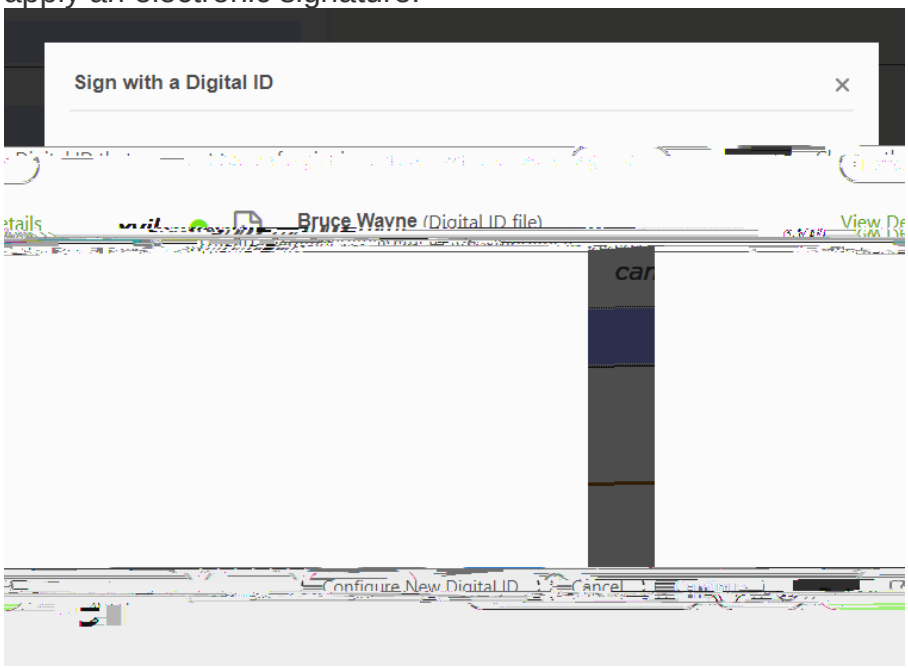
5. Next, provide a password to be used when using the Digital ID to ensure that no one else can use it.



6. At this point, you will now be given the option to use your new Digital ID to apply an electronic signature.



Once you've applied your signature, save the form.

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