Save the Tuition Fee Finance Declaration form at a location on your computer.

Close out of the all documents, navigate to the saved location and Open the .pdf from your saved location by right clicking and open with > Adobe Acrobat Reader DC



If you do not see this as an option in the menu, make sure you have the free Adobe Reader software installed on your computer.

The PDF is a fillable form. Please complete all relevant sections of the form

How to enter your electronic signature in the Authorising Signature field below:

I accept liability for tuition fees due to Stranmillis University College for academic year 2023-24

Student Signature	
Date	

Click on the signature field

Select	Configure	Digital ID	
	0	0	



Create a New Digital ID, select continue

A Digital ID is required to	Selec	t the typ	e of Digital ID:	
creates a digital signature.The most secure Digital ID are asset by tructed Certificate authorities and are based on secure devices Reismart	0	ā,	Use a Signature Creation Device Configure a smart card or token connected to your computer	
card or folion: Some are based on files. You can also create a new Digital ID, but they provide a low level of damity	0	C.	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
BIBUTSYCK.	۰	80	Create a new Digital ID Create your self-signed Digital ID	

Save to file and select continue.



Enter Your Name, Email Address. Country (select from drop down list).....Select Continue

rganizational Unit	Enter Organizational Unit	
rganization Name	Enter Organization Name	
nail Address	Enter Email	
ountry/Region	US - UNITED STATES	
y Algorithm	2048-bit RSA	
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### Completed Example

	Manage	Allaria October	
Enter the identity information to be used for	Name	many durgley	
creating the self-signed Digital ID.	Organizational Unit	Enter Organizational Unit	
Digital Ds that are self-	Organization Name	Enter Organization Name	
provide the assurance that the identity information is	Email Address	H.Quigley@Stran.ac.uk	
valid. For this reason they may not be accepted in	Country/Region	GE - UNITED KINGDOM	~
ADTHE LITE CHARGE	Key Algorithm	2048-bit RSA	×
	Use Digital ID for	Digital Signatures	~

Your digital ID is saved automatically to a default location. Overwrite this by selecting Browse and navigating to a location on your computer that you can access. Enter a password to protect your Digital ID and confirm your password, select save.

Add a paramoted to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up	Your Digital ID will be saved at the following location : C:Userst/hitar/AppDatalRoaming(Adobe/Acrobat(DC))S Apply a password to protect the Digital ID:
	Confirm the paseword:

## Example below of location to save

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# Select your Digital ID and Continue

Sign with a Digital	ID	×
Choose the Digital ID	that you want to use for signing:	Refresh
• Hilary C	<b>Juigley</b> (Digital ID file) : Hilary Quigley, Expires: 2026.11.22	View Details
3	Configure New Digital ID Ca	ncel Continue

### Select Create

Appearance	Standard Text	~	Create

Customize the signature Appearance		
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Preset name		(Gmod) Soos

Select Text, Draw or image



#### Text - type your name

Draw - draw your signature with the mouse. (Commonly used) Image –upload a j-peg of our signature.

Select Draw, Draw Signature and Select Apply

Customize the Signature Appearance	×
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	×
Clear	Cancel Apply

## **Completed Example**

Customize the Signatu	e Appearance	×
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### Enter Preset Name and Save

Preset name	Hilary Quigley

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## Enter the password you applied to your Digital ID and select sign

Enter the Digital ID PIN or Password...

You will be asked to save your document. Save in an accessible location.

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Your signature is now added to the signature field along with date and preset name

* Authorising Signature and Date							HQuipy		Å	Digitally s Date: 202	igned b 1.11.22	y Hiary Quig 14:15:51 Z	iey				
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Return your completed Tuition Fee Finance Declaration to studentfinance@stran.ac.uk