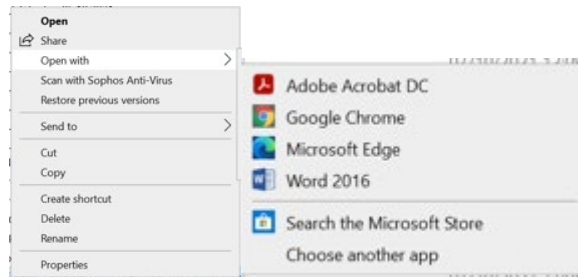Save the Tuition Fee Finance Declaration form at a location on your computer.

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

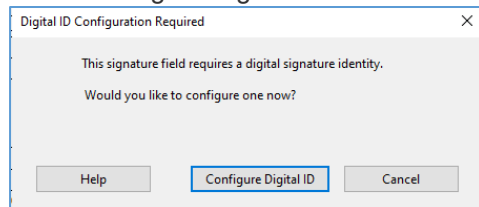How to enter your electronic signature in the Authorising Signature field below:

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

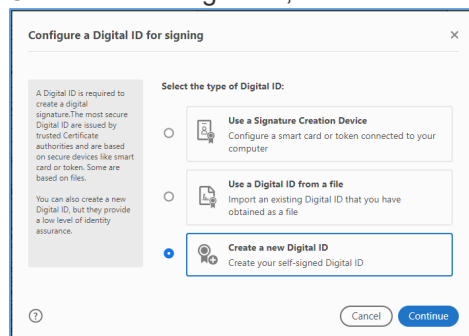| Student Signature	
Date	

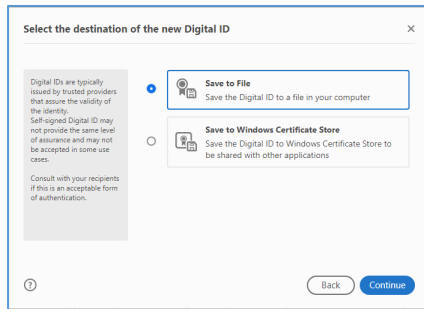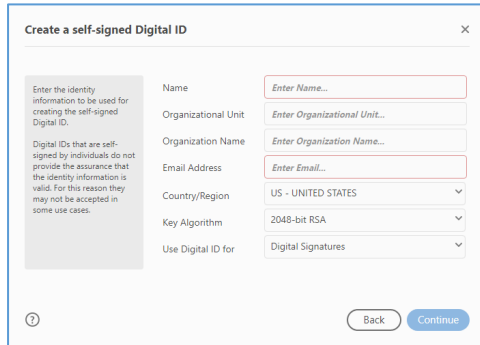Click on the signature field

Select Configure Digital ID
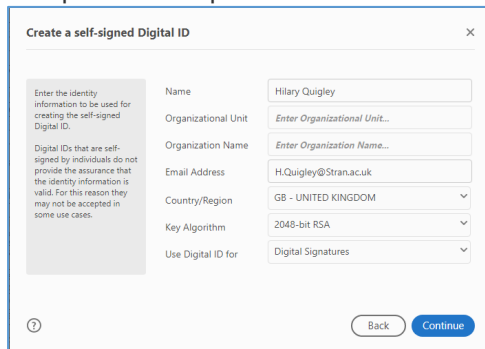

Create a New Digital ID, select continue

Save to file and select continue.

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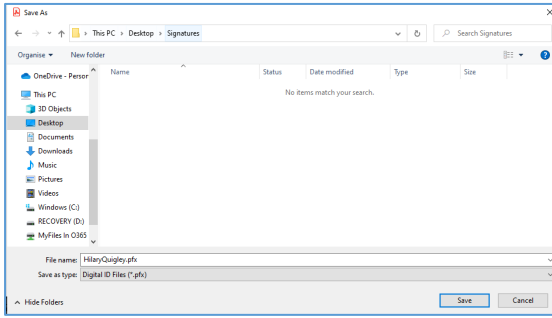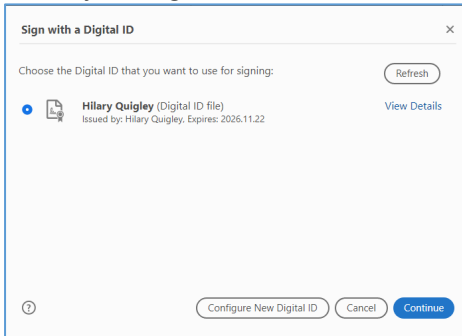

Completed Example

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.
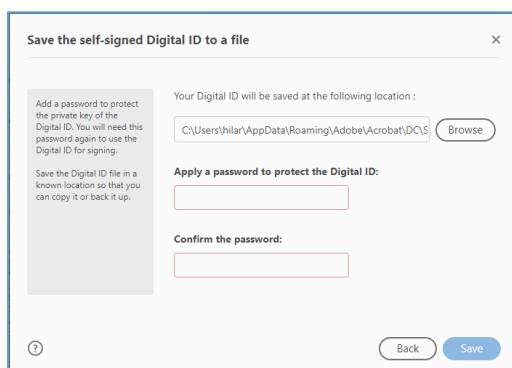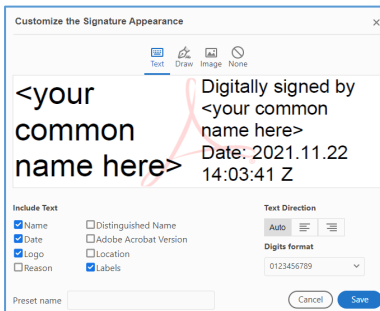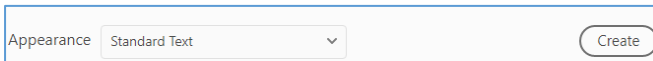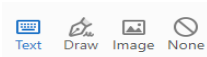
Example below of location to save

Select your Digital ID and Continue

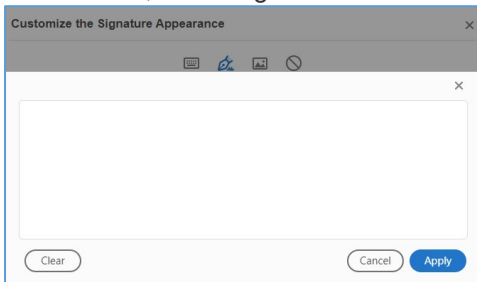Select Create

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.

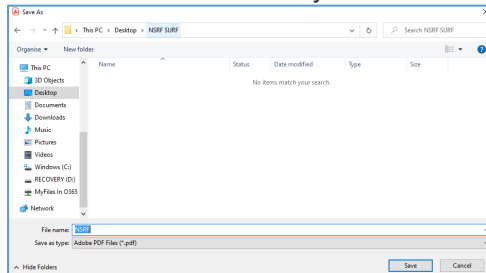Select Draw, Draw Signature and Select Apply

Completed Example

Enter Preset Name and Save

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

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

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

Return your completed Tuition Fee Finance Declaration to studentfinance@stran.ac.uk