

How to use these forms

1. Download and save the form you need to fill in to your computer.
2. Open the form in Adobe Reader 8.0 or newer (older versions of Adobe Reader will not allow you to sign these forms with an electronic signature).
Apple users: please make sure you download Adobe Reader. The standard Apple PDF reader will not let you sign the form correctly.
3. Fill in all the required fields; do not forget to tick boxes wherever necessary!
4. Check all the required fields carefully before clicking the signature field.
After signing the document; you can no longer make changes to the required fields! If you do not have an electronic signature yet, then you can create one in Acrobat Reader. See page 2.

5. **Click the signature field,**

Date: / /

Digital Signature: 

and choose the correct signature from Sign as. It should look like this:



Signing the form will force you to save the form again. Please alter the name of the form by adding your initials at the end of the file name; for instance, UCR-SHB-Minor-JS.PDF if your name is John Smith and you would like to declare a minor.

6. Send the form via e-mail to your tutor and ask your tutor to fill in the appropriate part of the form. Your tutor needs to sign the form as well. There is no need to alter the filename; your tutor can save the file with the same file name. Your tutor should return the file to you via e-mail.
7. If necessary, send the form to another person (instructor, Head of Department or Senior Tutor) if their advice and comments are required.
8. After completing the form, submit it via e-mail to the Registrar (registrar@ucr.nl) or the Board of Examiners (boardofexaminers@ucr.nl).

How to create an electronic signature

You only need to create an electronic signature once by following these steps:

1. Open one of the request forms in Adobe Reader, the free PDF reader.
2. Fill out the required fields and click on the appropriate signature field; a window will pop up with the title Add Digital ID.
3. Select: I want to sign this document using a new digital ID I want to create now.
4. Select: Where would you like to store your self-signed digital ID? New PCKS#12 digital ID file. (default)
5. Enter your identity information to be used when generating the self-signed certificate: your name and e-mail address are required.
6. Then define a location to save the digital ID file.
7. Type your password. Retype your password.
8. You have now created your digital ID file. Type your password again to sign the form.