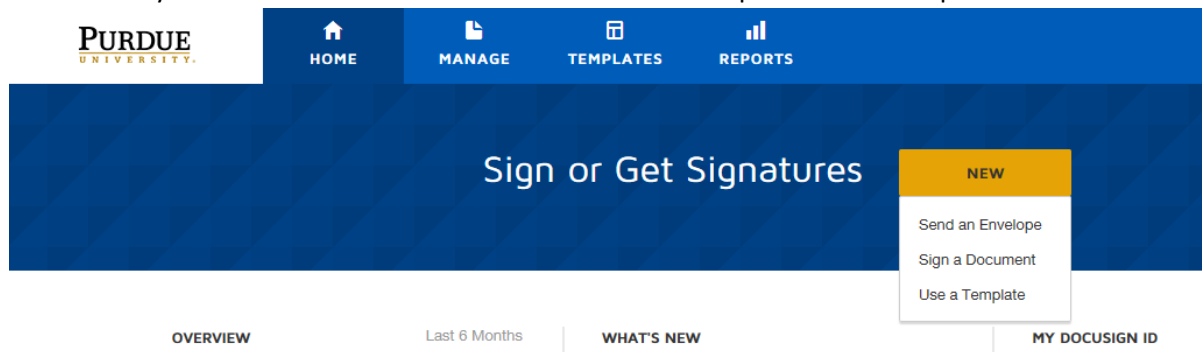


## ROUTING YOUR DEPARTMENTAL STUDY ABROAD PROGRAM RATE REQUEST FORM

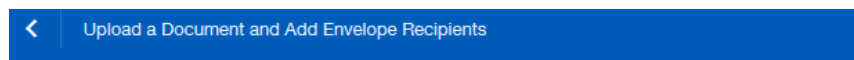
There are three different ways you can route your rate request form for the necessary signatures: entirely on paper, on paper and in DocuSign, or entirely in DocuSign. Regardless of how you choose to submit your rate request form to the Study Abroad Office, you will receive it back via DocuSign.

If you are routing your rate request form through your department on paper but to the Study Abroad Office via DocuSign, please follow these directions:

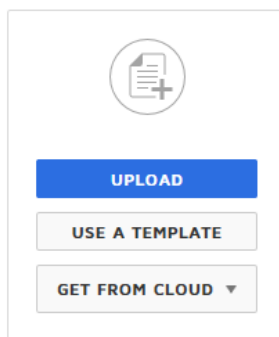
- 1) Log in to DocuSign <https://one.purdue.edu/task/all/docusign>
- 2) Click on the yellow “NEW” button and select “Send an Envelope” from the drop-down menu.



- 3) Click the blue “UPLOAD” button to upload a high resolution scan of your completed rate request form. Please note: rate request forms for multiple programs should NOT be submitted all together in one file – they should each be contained in their own file. They should also be separate from the program proposal file as they have different signature routing. **Please use this file naming convention: RR-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY**



### Add Documents to the Envelope






- 4) Scroll down to the “Add Recipients” section and check the “Set Signing Order” box. This is where you will enter who needs to sign the rate request form and in which order they should sign it.

### Add Recipients to the Envelope


As the sender, you automatically receive a copy of the completed envelope.

☐ Set signing order















 NEEDS TO SIGN ▼  MORE ▼

 ADD RECIPIENT

 ADD FROM CONTACTS  SIGNING ORDER

- 5) Enter the Study Abroad Office routing information exactly as pictured below. It is important that you assign the Needs to Sign/Receives a Copy roles correctly and in the correct number order.

1	<div>Meghan L Smith </div> <div>smith243@purdue.edu</div> <div>CC RECEIVES A COPY ▼ MORE ▼</div>
1	<div>Paula Memmer </div> <div>pmemmer1@purdue.edu</div> <div> NEEDS TO SIGN ▼ MORE ▼</div>
2	<div>Brian Harley </div> <div>bharley@purdue.edu</div> <div> NEEDS TO SIGN ▼ MORE ▼</div>
3	<div>Amy Wright </div> <div>wrightaj@purdue.edu</div> <div> NEEDS TO SIGN ▼ MORE ▼</div>
4	<div>Kristi Mickle </div> <div>kmickle@purdue.edu</div> <div> NEEDS TO SIGN ▼ MORE ▼</div>
5	<div>Tim Riley </div> <div>tdriley@purdue.edu</div> <div>CC RECEIVES A COPY ▼ MORE ▼</div>
5	<div>Shannon Williams </div> <div>skelley@purdue.edu</div> <div>CC RECEIVES A COPY ▼ MORE ▼</div>
5	<div>Michelle Fulk </div> <div>mfulk@purdue.edu</div> <div>CC RECEIVES A COPY ▼ MORE ▼</div>

- 6) After you've correctly entered the signing order, click on the yellow "NEXT" button in the upper right hand corner.

< Upload a Document and Add Envelope Recipients

 ACTIONS ▼

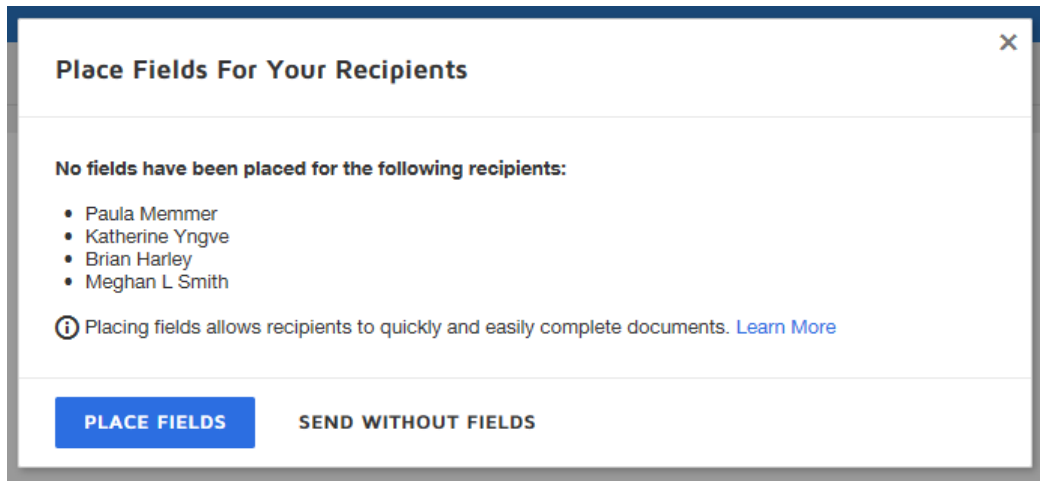
**NEXT**

GET FROM CLOUD ▼

7) Do not do anything on the next screen! Simply click the yellow “SEND” button in the upper right hand corner.



8) You will then receive a message requesting that you place fields for your recipients. Do not do this! Click the “SEND WITHOUT FIELDS” button (it doesn’t look like a button, but it is).



9) That’s it! You will receive a notification that the document has been completed after all parties in the Study Abroad Office have signed off on your program approval form. This notification email will include a link to your form where it is stored in DocuSign.

To track where your proposal is at in the approval process, please reference these directions:

<https://support.docusign.com/en/guides/ndse-user-guide-managing-documents>