# ROUTING YOUR DEPARTMENTAL STUDY ABROAD PROGRAM APPROVAL FORM

There are three different ways you can route your program approval 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 program proposal to the Study Abroad Office, you will receive it back via DocuSign.

If you are routing your program proposal 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.
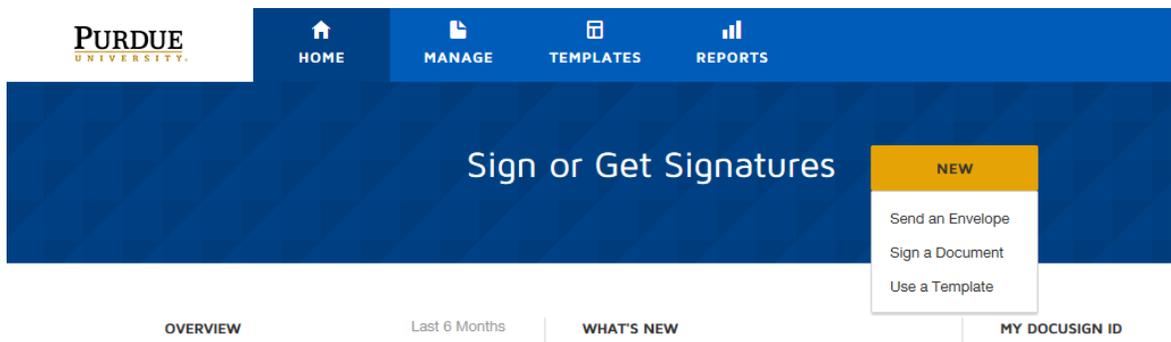
3) Click the blue "UPLOAD" button to upload a high resolution scan of your completed program proposal. Please note: A completed program proposal will include the *completely filled out and signed* proposal, the ICL worksheet, the program description, the preliminary itinerary, and the preliminary budget. It should all be saved into one document before uploading to DocuSign. **Please use this file naming convention:** PP-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY
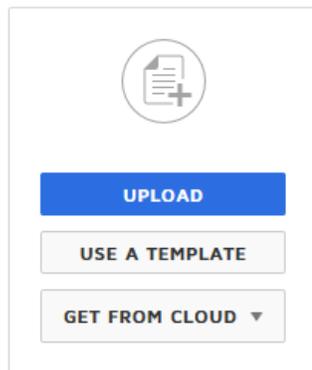
4) Scroll down to the "Add Recipients" section and check the "Set Signing Order" box. This is where you will enter who needs to sign the proposal and in which order they should sign it.

Add Recipients to the Envelope

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

ADD FROM CONTACTS   SIGNING ORDER

☐ Set signing order

| Name | | ✎ NEEDS TO SIGN ▼   MORE ▼ |
| Email | | |

⁺⊡ ADD RECIPIENT

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. Paula and Katherine should both be assigned as a recipient level one so they can review different parts of the proposal simultaneously before moving it along in the approval process.

Add Recipients to the Envelope

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

☑ Set signing order

| 1 | Meghan L Smith | CC RECEIVES A COPY ▼   MORE ▼ |
| | smith243@purdue.edu | |

| 1 | Paula Memmer | ✎ NEEDS TO SIGN ▼   MORE ▼ |
| | pmemmer1@purdue.edu | |

| 1 | Katherine Yngve | ✎ NEEDS TO SIGN ▼   MORE ▼ |
| | kyngve@purdue.edu | |

| 2 | Brian Harley | ✎ NEEDS TO SIGN ▼   MORE ▼ |
| | bharley@purdue.edu | |
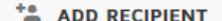
⁺⊡ ADD RECIPIENT

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

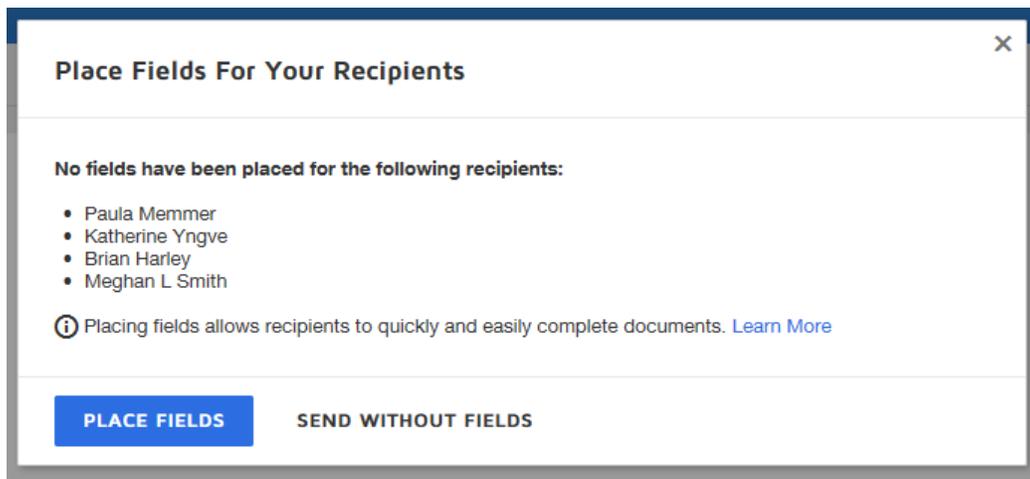‹   Upload a Document and Add Envelope Recipients   ⑦ ACTIONS ▼   NEXT

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