# **Step 1: Accessing the Form**

Click the provided link to be directed to the DocuSign PowerForm. <u>https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=3b8be43c-d82d-47a6-8e04-</u> <u>a4a1fcb74cde&env=na3&acct=d1d7218c-8e16-46cf-a46a-c2b2f73f93c1&v=2</u>

• The petition form consists of three pages, with the first two dedicated to instructions and the third page being the actual form to fill out.

### **Step 2: Enter Initial Information**

- Input "Your Name"
  - Provide your Legal name
- Input "Your Email"
  - Provide your ISU Email
  - If you do not have an ISU Email, input your commonly checked email address
- Do not alter any information under the Program Admissions and Records Specialist section
- Click "Begin Signing" on the bottom to start the following process

	Step	3:	Agr	eeing	to	Terms	
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• To proceed, you must agree to the Terms and Conditions. Check the box and click "Continue".

Please Review & Act on These Document

Rebecca Gua

#### **Step 4: Filling out the Petition Form**

- The first pages are instructions for the form
- Fields highlighted in red and yellow boxed icons are mandatory; you must complete a mandatory step to proceed in Finishing the document.

#### **Final Steps**

This document is now complete.

- Once completed, click "Finish"
- A prompt will appear, asking if you would like to Save a Copy
  - You can save a copy of the document for your records.
- Clicking "Close", you will see your document, and on the blue tab on top, it will say, "Your document is now complete." you can close out again
- This automatically sends the document to the Program Admissions Department via Docusign for review.

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### After Submission

- Reviewing Petitions takes time; allow 2-3 weeks for reviews to be processed
- You will receive an email notification once the Form is completed after review
- You can view and download the completed document for your records.
  - Download your completed document for future use.
    - During the Application Process, a spreadsheet is needed about your SET A courses
      - 1. If a class needed to be petitioned, When did that petition get approved

# Here is an example of a Correctly Filled-Out Applicant Document

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