

## **Instructions for completing the DocuSign form(s):**

1. The student should initiate the form using the embedded link.
2. The student will need to have first and last names as well as e-mail addresses for their internship employer and advisor ready to initiate the DocuSign form. The appropriate fields should be filled out by the student. The internship coordinator is automatically filled - the student is not requested to fill this out.
3. Once names and e-mail addresses are filled, click on "Begin Signing". This will require you log-in to DocuSign using your NDSU email (username) and NDSU password. It will then request the student to continue with the document. At this next step, the student will need to fill out full contact information related to the employer and the student. FULL information must be entered for the document. The employer and advisor can edit the employer data, but if information is missing on any parties - the internship coordinator will reject the document and request a new one be initiated.
4. Once data is entered, the student can sign the document in the place indicated. Click "Finish" once complete. This will initiate the document being sent to the employer. A completed document will be sent to all parties once the document has been approved by the internship coordinator.