

## **Instructions for filling in PDF forms, especially if they have to be processed by several users**

To fill in forms in PDF format, it is helpful to download the Adobe Reader<sup>1</sup> – it's free.

**Step 1:** Take a photo of your own signature (put your signature in the centre of a clean, blank sheet of white paper, preferably in black ink) or scan your signature, and save it as an image file (preferably a JPG, JPEG or PNG file).

**Step 2:** Open the PDF form with Adobe Reader (not in the browser!).

**Step 3:** Fill in the form; click on the signature field or simply click into the document just above the signature line, and insert the image file of your own signature.

**Step 4:** Save the form on your own device with a different file name, for example, by adding your own name and matriculation number to the original file name, e.g.: *\_NameFirstName, \_868584*. If the document passes through several people, each person or office appends a further addition.

Please do not use the print function instead of saving the file as this will prevent further processing.

**Step 5:** Send the file to the next person or the final recipient (e.g. first examiner, second examiner, examination office, enrolment office, etc.).

**Your're done – thank you!**

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<sup>1</sup> <https://www.adobe.com/de/acrobat/pdf-reader.html>