

DocuSign Use Cases in Higher Education

Admissions and Financial Aid

- Enrollment Applications
- Enrollment Agreement
- Verification Forms
- Campus Housing Application
- Application Fee Payment/Waiver
- Early Decision Agreement
- Admission Deferral Form
- Scholarship Forms
- Residence Questionnaire
- FAFSA Forms
- Income Verification
- Noncustodial Waiver Request
- Loan Adjustment Request

Academics and Registrar

- Transcript Request Form
- Add/Drop Form
- Declaration of Major/Minor
- Records Request Form
- Personal Data Update Form
- Internship Proposal Agreement
- Independent Study Proposal
- Part-time Student Petition
- Academic Overload Request
- External Credit Equivalency Form
- Official Withdrawal
- Request to Graduate
- Replacement Diplomas Form

Campus Life

- Meal Plan Agreements
- Occupancy Agreement
- General Incident Report Form
- Title IX Reporting Form
- Transfer Roommate Request
- Campus Police Forms
- Parking Permit Application
- Health Services & Medical Needs
- Student Organization Application
- Student Organization Recognition
- Event Forms
- Greek Life Forms
- Student Government Forms

Information Technology

- Asset Management
- Administrative Access Agreement
- Equipment Install Requests
- Software Access Request
- Incident Reporting
- Technology Setup Request
- Change Requests
- Field Services Reports
- Data and Decision Support Access
- Training Request
- Distribution List Request

Human Resources

- Adjunct/Faculty Contracts
- New Hire Paperwork
- Benefits Forms
- Policy Distribution
- Child Care Forms
- Work-Study Authorization
- Leave of Absence Forms
- Direct Deposit Authorization
- Salary Adjustments
- Relocation Authorization
- Performance Evaluations
- Tuition Reduction Application
- Retirement Forms
- Termination Reports
- Background Check Forms

Construction and Facilities

- Professional Services Agreement
- Facilities Request
- Work Orders
- Maintenance Charge-back Form
- Safety Forms & Permits
- Key/Lock Requests
- Planned Outage Notification
- Custodial Service Request
- Parking & Transportation Forms
- Capital Project Request
- Real Estate Documents
- RFQ's
- Construction Contracts

Financial Services

- Disbursement Request Form
- Petty Cash Authorization Form
- Invoice Processing
- Honorarium Payment Request
- Payment Request Form
- Event Deposit Form
- Expense Reimbursement Request
- Travel Authorization
- Travel Reimbursement
- Check Requisition Form
- Direct Payment
- Stop Payment Request

Procurement

- RFP Sign Off
- Vendor Profile Form
- Purchase Orders
- Contract Routing Form
- Conflict of Interest Form
- Vendor Authorization Form
- Master Service Agreement
- Independent Contractor Form
- PCard Forms
- Sole Source Justification
- Purchase Order Modification
- Supplier Compliance
- Vendor Performance Evaluation

Research and Innovation

- Intellectual Property Licensing
- Sponsored Research Proposals
- Proposal Review Form
- Grant Applications
- Conflict of Interest Disclosure
- Invention Disclosure
- Material Transfer Agreements
- Fund Advance Request
- Non-Disclosure Agreements
- Subcontract/Subaward Requests
- Consulting Agreements
- Subject Payment Forms

Compliance/Risk Management

- Liability Waivers for Outdoor Edu
- Travel Participant List
- Certificate of Insurance Request
- Accident Reports
- Health & Safety Forms
- Release of Liability
- Job Site Safety Analysis
- Disability Claim Form
- Property Damage Report
- Driver History Questionnaire
- Vehicle Usage Agreement
- Vehicle Accident Report

Advancement

- New Fund Request Form
- New Gift Form & Agreements
- Donation Transmittal Form
- Pledge Form
- Event Management Forms
- Confidentiality Agreements
- Alumni Membership Form
- Photo Release Form
- Marketing Requests
- Trademark & Licensing Usage
- Public Records Request

Athletics

- Coach's Recruiting Logs
- Unofficial/Official Visit Forms
- Student Athlete Medical Forms
- Financial Aid/NLI Request Form
- Drop Student-Athlete Notification
- Season Ticket Sales
- Season Ticket Renewals
- Facilities Rental Form
- Camp Registration Forms
- Intramural Registration