NOVA | Northern Virginia Community College

How to Electronically Sign Documents

You will need to provide a signature on most forms requested by the Financial Aid Office.
Signatures must be "wet" signatures, certified electronic signatures, or electronically drawn by hand.
Names typed in script fonts are <u>not</u> acceptable.

First Option: Create a Certified Signature Using Adobe Reader DC

Download Adobe Reader for free at https://www.nvcc.edu/ithd/students/software.html if you do not already have it and follow the steps below to create an electronic signature.

Step 1: Open the document from the Student Forms Library at:
https://www.nvcc.edu/forms/index.html

Full name of household member	Age	Relationship (if "other" is selected, you must indicate relationship)	Household member attending college at least ½ time (6 credits per term) and degree seeking. List name of college
		Self	NOVA

Warning: If you purposely give false or misleading information on this worksheet, you may be fined $20,000, sentenced to jail, or both.

Certification: Read, Sign, and Date
By signing this form, you certify that all the information you provided is true and complete to the best of your knowledge and you agree to provide additional documents if asked by the Financial Aid Office.

_____   _____
Student Signature   Date

As you can see, a signature box is not available in your web browser such as Google Chrome.

Step 2: Download the document and save it to your computer.

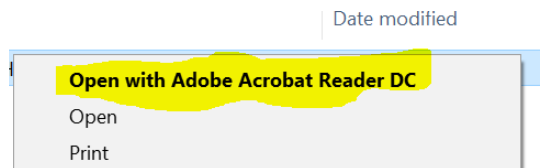**Select the downward arrow icon highlighted here.**

File name: Household Size Form
Save as type: Adobe Acrobat Document

Hide Folders   Save   Cancel

Step 3: Open File Explorer and find the document.

Step 4: Right click the file and select "Open with Adobe Acrobat Reader DC".

Step 5: You should now see a fillable signature section.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined $20,000, sentenced to jail, or both.
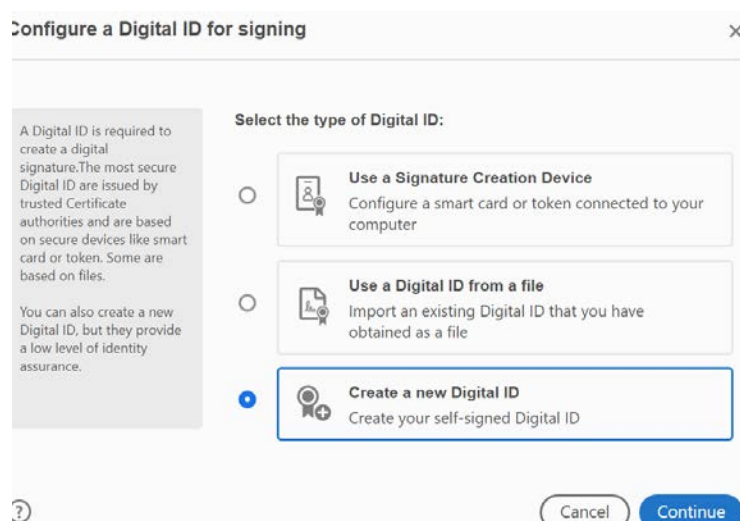
Certification: Read, Sign, and Date
By signing this form, you certify that all the information you provided is true and complete to the best of your knowledge and you agree to provide additional documents if asked by the Financial Aid Office.

_____   _____
Student Signature   Date

Step 6: Complete the form and then click on "Student Signature".

You should get the following prompt. Select "Create a new Digital ID" and click continue.

Step 7: Select "Save to File".

Step 8: Enter your name and email and select "Continue".

Step 9: Create a password and select "Save".

Step 10: You should see the signature as shown below.
Enter the password your created in Step 9 and select "Sign".

Step 11: The "Save As" box will show up. Select "Save".

File name:	Household Size Form
Save as type:	Adobe PDF Files (*.pdf)

∧ Hide Folders   Save   Cancel

Step 12: Confirm the Save As; Select "Yes".

Save As   ✕

? C:\Users\   \Desktop\Household Size Form.pdf
  The file already exists.
  Replace existing file?

                              Yes   No

Step 13: Your document is now signed.

Jane Doe   Digitally signed by Jane Doe
                           Date: 2020.05.20 11:31:22 -04'00'
Student's Signature

For instructions on how to upload forms in SIS please see the tutorial, "Uploading Financial Aid Documents from the NOVAConnect To Do List".

Second Option: Electronically Drawn Signatures

Some forms do not have the option to sign as shown above. The following steps show how to sign a document by drawing an electronic signature by hand.

Step 1: Follow Steps 1 - 4 from the first method.

Step 2: If the signature field does not give the option to sign, it may look like this:
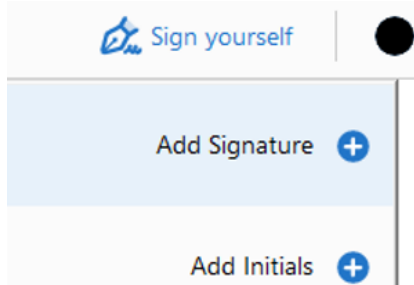
Student's Signature

Parent Signature

Step 3: On the right side of the page, you may see one of the following options:

OR

Comment

Fill & Sign

Share

More Tools
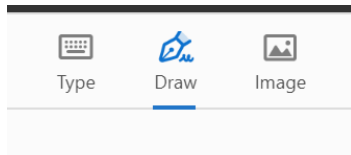
Select the "Fill & Sign" option.

Step 4: Select the Option at the top of the page that says, "Sign yourself".
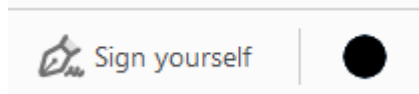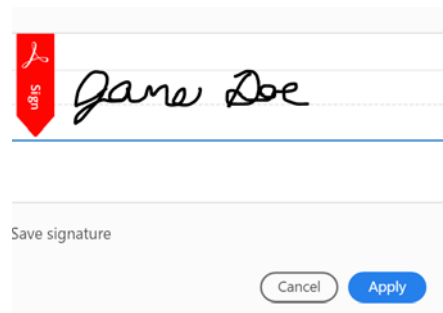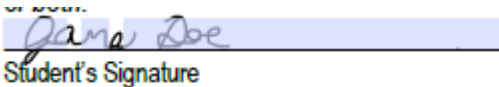

Step 5: Select "Add Signature".

Step 6: Select "Draw".

Step 7: Use your cursor to sign your name and select "Apply".

Step 8: Position your signature on the signature line.

Step 9: Save the document and submit it.

For instructions on how to upload forms in SIS please see the tutorial, "Uploading Financial Aid Documents from the NOVAConnect To Do List".