

# Using DocuSign to Submit a Request to ISSS Electronically

Access the form on the [ISSS forms webpage](#)—look for “Submit Electronically via DocuSign”

- If there is not a DocuSign version on the form you need, please use the [ISSS Document Submission Form](#)

## University of Colorado Boulder

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:

**Individual Submitting Documents to ISSS**

Your Name:

Your Email:

Begin Signing

An access code will be sent to the email account you entered on the landing page for the form.

← Enter your complete first name followed by your complete last name

← Enter your current email address

← Click on “Begin Signing”


For most ISSS forms, you will be brought directly into the form after clicking on “Begin Signing.”

- If you are completing a *CPT Agreement*, *J-1 DS-2019 Request/ Extension Request* or *H-1B Visa/Status Request Form*, you will have to enter an access code.

## SIGNING A DOCUMENT WITH AN ACCESS CODE

After clicking on “Begin Signing,” you will be taken to a screen with a prompt for an access code.

Please enter the access code to view the document

From:  Requests  
University of Colorado Boulder

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#)

You should receive an email with the access code.

It will be sent to the email account you entered on the landing page for the form.

Requests via DocuSign

Email Validation

Email Validation Code

From: Sent on behalf of DocuSign

Hello c

You recently started signing a document that required email validation.

The Email Validation Code for the document called 'STEM Extension I-20 Request' appears below. Please type or copy this code and paste it into your browser to continue your signing process.


867ahc5039

If you have closed the browser session that generated this email validation code, you may continue your signing process by clicking below. Signing will not be complete until you have reviewed the document and you have confirmed your signature.

If you did not start signing documents from Requests today, you should immediately notify us.

Enter the access code from the “Requests via DocuSign” email and click “Validate.”

Please enter the access code to view the document

From:  Requests  
University of Colorado Boulder

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#)

You must agree to the terms of use and click “Continue” in order to begin completing the request.

I agree to use Electronic Records and Signatures

Click on the gold “Start” arrow. It will guide you field by field through the form.

DocuSign Envelope ID  
 University of Colorado Boulder

Based on your answers to the questions, only fields that are required for you to complete will appear.

You must complete all required fields.

You must attach any requested documentation.

You must sign the document electronically and click on “Finish” in order to submit the form to ISSS.

A copy of the completed document will be emailed to you.

TO ATTACH DOCUMENTS:

Upload Documentation  

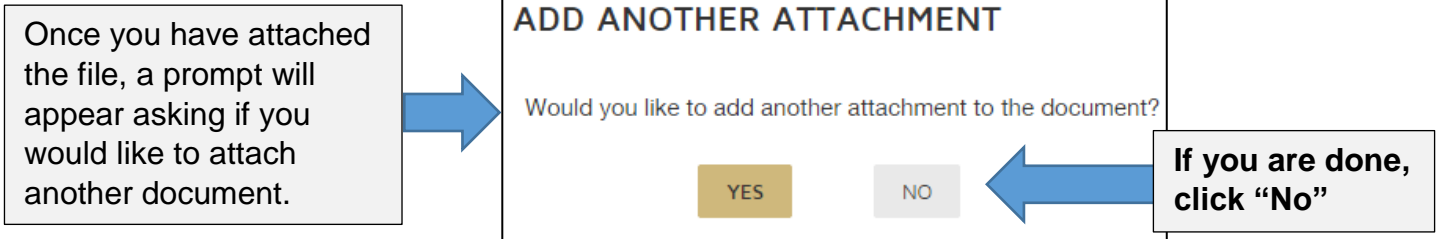

To attach a document, click on the paperclip icon.

A prompt will appear asking you to “Add Your Attachment”

ADD YOUR ATTACHMENT

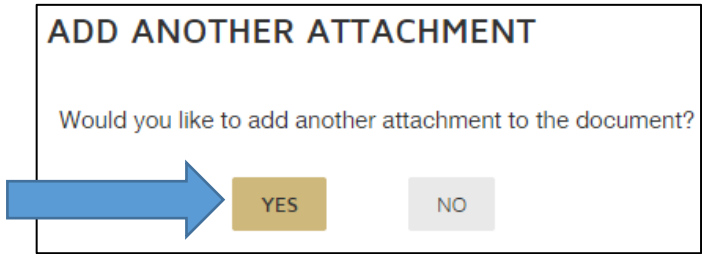
Upload your attachment  
 No file chosen

Select “Choose File” and navigate to the attachment file on your computer/mobile device.



**TO ADD ANOTHER ATTACHMENT:**

After uploading an attachment, click "Yes" to add another file.



A new paperclip icon will appear. Click on it and follow the process above.

**TO REMOVE AN ATTACHED DOCUMENT OR ADD ANOTHER ATTACHMENT AFTER AN INITIAL UPLOAD:**



Click on the file you would like to remove or add to in the form.

A prompt will appear allowing you to remove or add another file.



**TO SIGN:**



To sign the request, click on "SIGN"

**You will be directed to create an electronic signature if you do not already have a DocuSign account.**

**Adopt Your Signature**

Confirm your name, initials, and signature.

Full Name:  Initials:

Select Style:  Draw

You can draw your signature or change the style.

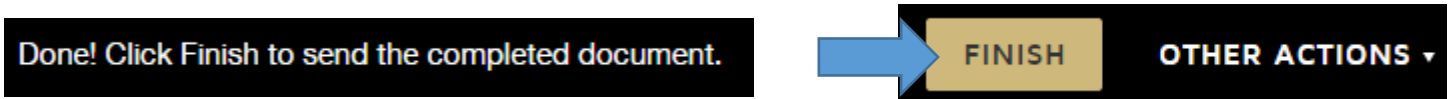
Preview

DocuSigned by: *Bon Voyage* Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

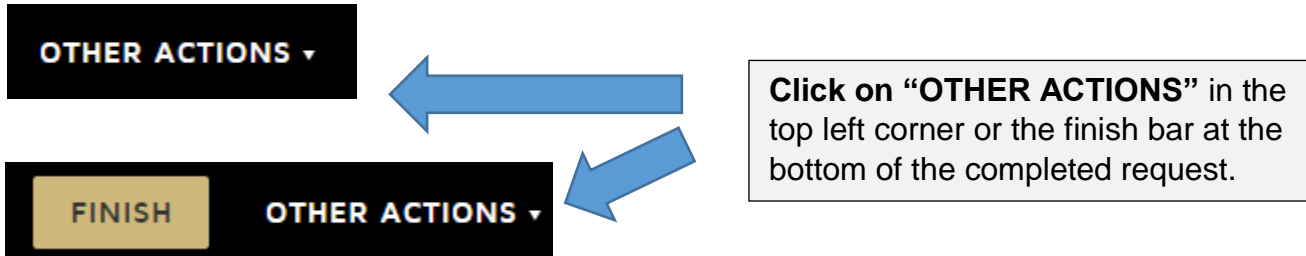
To finalize your signature, click "ADOPT AND SIGN."

Once you have completed all of the required fields, click “Finish” to send the request to ISSS.



A copy of the complete request will automatically be emailed to you and ISSS.

**TO SAVE CHANGES AND FINISH COMPLETING THE FORM LATER (only an option for the CPT Agreement, J-1 DS-2019 Request/ Extension Request or H-1B Visa/Status Request Form)**



OR



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**TO ACCESS THE FORM LATER:**

