



Jones International University® Form to Designate Dissertation Chair: Instructions

To complete the form each individual will need to e-sign and forward the document onto the next signatory. (Student – Committee Chair – Dean – Registrar’s Office)

Student:

- a) Fill out a short paragraph to describe the focus of the dissertation.
- b) Enter your email address on the email line.
- c) Click on the Student Name (electronic signature) line to sign the document (create a signature if needed¹).
- d) Enter your password in the prompt screen, leave the appearance at Standard Text, and click the Sign button.
- e) Once you click the Sign button, you will be prompted to save the document. Save it to a location of your choosing for your records and click save.
- f) You will now need to email the document to the next signatory by selecting File -> Attach to Email and sending the attachment. (If using a web-based email system like Gmail, you will need to attach the file traditionally.)

Committee Chair:

- a) Enter your email address on the email line.
- b) Click on the Committee Chair (electronic signature) line to sign the document (create a signature if needed¹).
- c) Enter your password in the prompt screen, leave the appearance at Standard Text, and click the Sign button.
- d) Once you click the Sign button, you will be prompted to save the document. Save it to a location of your choosing for your records and click save.
- e) You will now need to email the document to the next signatory by selecting File -> Attach to Email and sending the attachment. (If using a web-based email system like Gmail, you will need to attach the file traditionally.)

Dean:

- a) Enter the date of signing on the Date Form is Completed line.
- b) Click on the Dean (electronic signature) line to sign the document (create a signature if needed¹).
- c) Enter your password in the prompt screen, leave the appearance at Standard Text, and click the Sign button.
- d) Once you click the Sign button, you will be prompted to save the document. Save it to a location of your choosing for your records and click save.
- e) To complete the signing process, please email the document to inregistrar@international.edu by selecting File - Attach to Email and sending the attachment. (If using a web-based email system like Gmail, you will need to attach the file traditionally.)

¹ If you do not have a digital ID a prompt will open, you will only need to complete this once. Choose the option to sign with, “A new digital ID I want to create now” and click on next. Choose the PKCS#12 digital ID file option. Enter your full name, and e-mail address, and then click next. Then you will choose a password for your signature. Please write this password down and save it in a safe location. Then click finish.



Jones International University[®] Form to Designate Dissertation Chair

Student must complete the form and submit to the Dean of the appropriate school via: doctoral_submissions@international.edu.

Dissertation Focus:

Student Name (electronic signature)

Email

Committee Chair (electronic signature)

Email

Dean of the Appropriate School
(electronic signature)

Date Form is Completed