

How to Use DocuSign for Thesis and Dissertation Forms

Please thoroughly read this guide on how to prepare and submit your documents via DocuSign. Contact the Office of Graduate Studies at thesis@grad.gatech.edu with any questions.

1) Send your abstract of dissertation in a word document for announcement to your graduate coordinator. [Here is an announcement example.](#)

**This step is for Proposals and Defense ONLY. Please proceed to step 2 for all other documents.*

2) Read the information on the [forms page](#) and on the [Thesis Submission Checklist](#). Afterwards click on the corresponding form to initiate your form.

3) Once the form opens, you will enter your **AD username** (might require you to login via Two-Factor). You will arrive at the DocuSign template page, where you will click on the blue USE button on the top left.

You should fill out the following based on guidance from your graduate program:

- Graduate Coordinator/Academic Advisor – **confirm with your graduate program**
- Thesis Advisor - **confirm with your graduate program**
- School Chair - **confirm with your graduate program**
- And any other appropriate committee members' information. If you have more than 6 members, please share their name/title/email with thesis@grad.gatech.edu via email.
- External recipients can access GT DocuSign as long as you enter a valid name and email address.

4) Complete your (student's) portion and initiate the submission process. *The subject line for each form should be your First and Last Name with the name of the form. Each signer can receive a unique message from you.*

5) Notify your academic advisor and committee members that an email has been sent to them from **you** via DocuSign. It will come from the Graduate Studies DocuSign Service Account via DocuSign <dse_NA3@docusign.net>.

**They should check their spam/junk folder if it is not received in their inbox.*

If you have any external committee members, send their resume to your graduate program coordinator AND Tatianna.richardson@grad.gatech.edu.

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6) You will NOT need to print any documents and physically submit them when done. No further actions are required on your end once you complete the digital process.

7) When completed with the thesis, please send a copy of your thesis as pdf to thesis@grad.gatech.edu for format checking.

**This step is for Defense ONLY.*

8) Any forms listed on the checklist that are not available via DocuSign but are required, can be sent to thesis@grad.gatech.edu as a single PDF.

For more information on how DocuSign works and to login go to

<https://esignature.gatech.edu/cfeis/docusign/>