ROUTING YOUR DEPARTMENTAL STUDY ABROAD PROGRAM RATE REQUEST FORM

There are two different ways you can route your rate request form for the necessary signatures: on paper and in DocuSign, or entirely in DocuSign. Regardless of how you choose to submit your rate request form to the Study Abroad Office, you will receive it back via DocuSign.

NOTE: If you are new to DocuSign, you can utilize the Quick Reference Cards posted here: https://spa2013.itap.purdue.edu/itea/docusign/Pages/DocuSign%20Support.aspx

If you are routing your rate request form through your department for signatures on paper but to the Study Abroad Office via DocuSign, please follow these directions:

1) Log in to DocuSign https://one.purdue.edu/task/all/docusign

2) After logging in, click on the templates link in the top menu.

3) Click on the All Templates option in the left menu.

4) Type Study Abroad into the search bar on the right and click Apply.
5) After locating the Study Abroad Rate Request template, click the black USE button on the right side.

6) Click on the three dots for the document already in the envelope and select replace.

7) Upload your completed and saved Rate Request. **Please use this file naming convention:** RR-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY
After your Rate Request has been uploaded, please delete the routing signatures for your department. When you hover over a recipient a black X will appear on the right – you’ll click on it to remove that recipient.
9) After you’ve deleted the first three recipients, click on the gold “NEXT” button in the upper right hand corner.

10) This screen is where you can assign signing fields for the recipients. However, you WILL NOT assign signing fields for staff outside of your department/college. Because you do not have any signature fields to assign, please just click the yellow “SEND” button in the upper right hand corner.

11) You will then receive a message requesting that you place fields for the staff you did not assign fields to in Step 10. Do not do this! Click the “SEND WITHOUT FIELDS” button (it doesn’t look like a button, but it is).

12) That’s it! You will receive a notification that the document has been completed after all parties in the Study Abroad Office have signed off on your rate request form. This notification email will include a link to your form where it is stored in DocuSign.