



University of
Nottingham

UK | CHINA | MALAYSIA

Steps to download, sign and upload the official registration form

Step 1: Login via [MyNottingham](#) using your University username and password (not your applicant username) and click on **manage documents**..

The screenshot shows the MyNottingham dashboard. At the top, there is a navigation bar with the University of Nottingham logo, the text 'MyNottingham', and links for 'Home', 'Help', and 'Sign Out'. Below the navigation bar, there are six icons representing different services: Course, Finance, Support, Placements, Events, and Applications. In the main content area, there are three status boxes: 'No Actions pending', 'No To-do items pending', and 'No Notifications received in the past 7 days'. On the right side, there is a green button with an upload icon and the text 'Manage Documents', which is highlighted with a red rectangular box.

Step 2: Download the in-person registration form

Click on the student folder and the in-person registration form will appear in the listing below (see item 2). You can click on the hyperlink to download the form.

The screenshot shows the 'Documents' page in MyNottingham. At the top, there is a navigation bar with the University of Nottingham logo, the text 'MyNottingham', and the text 'UNITED KINGDOM · CHINA · MALAYSIA'. Below the navigation bar, there is a section titled 'Documents' with a 'Student ID' label. Underneath, there is a section titled 'Categories of Documents - click folder to open'. This section contains a list of folders: 'Student - M6UBMEDS - Biomedical Sciences' (highlighted with a red box and a '1' next to it), 'Applicant -', 'Receipts', and 'UoN Financial Aid 2019-2020'. Below the folders, there is a 'Refresh Document List' button. At the bottom, there is a table titled 'Student - M6UBMEDS - Biomedical Sciences' with the following data:

Document Name	Document Type	Document Label	Uploaded	File Size
1 <stud ID>_FNDRF.pdf	2 Registration	In-Person Registration	27-Mar-2020 03:01:41	351,740

Note: Before you can download a document, you must enable popups on your browser.

*** Before proceeding to Step 3, please ensure that you have **signed** the Registration form. You can sign it [electronically](#) or **print and sign** the form .



Step 3: Upload the signed form

Under “Add a new document”, select the following options and click on **upload document**.

- Document type: Registration
- Document label: In-person registration

Student - M6UBMEDS - Biomedical Sciences 1 of 1

Document Name	Document Type	Document Label	Uploaded	File Size
1 20211494_FNDRF.pdf	Registration	In-Person Registration	27-Mar-2020 03:01:41	351,740

Note: Before you can download a document, you must enable popups on your browser.

Add a new document

*Document Type: Registration

*Document Label: In-Person Registration

Upload Document

Click on browse, select the scanned in-person registration form, and then click on **upload**.

UoN Financial Aid 2019-2020

Refresh Document List

Student - M6UBMEDS - Biomedical Sciences

Document Name	Document Type	Document Label
1 20211494_FNDRF.pdf	Registration	In-Person Registration

Note: Before you can download a document, you must enable popups on your browser.

Add a new document

*Document Type: Registration

*Document Label: In-Person Registration

Upload Document

File Attachment

Browse...

Upload Cancel

After the file is uploaded, it will appear in the list. If you want to remove this file, you can click on the trash icon. However, this delete function will only be available during this session only.

Student - M6UBMEDS - Biomedical Sciences 1-2 of 2

Delete	Document Name	Document Type	Document Label	Uploaded	File Size
1	20211494_FNDRF.pdf	Registration	In-Person Registration	27-Mar-2020 03:01:41	351,740
2	20211494_FNDRF_signed.pdf	Registration	In-Person Registration	27-Mar-2020 04:21:56	357,385

Note: Before you can download a document, you must enable popups on your browser.

Add a new document

*Document Type: Change to Personal Details

*Document Label: Evidence for change to personal details

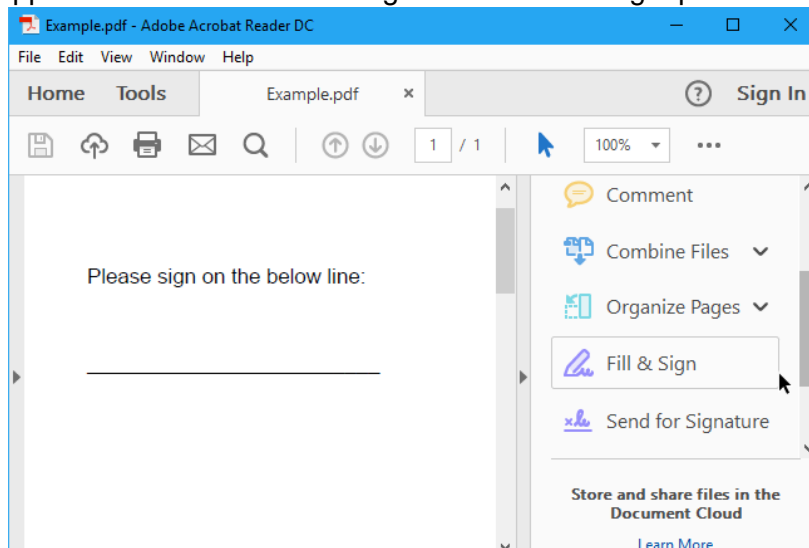
Upload Document



How to electronically sign PDF documents without printing and scanning them

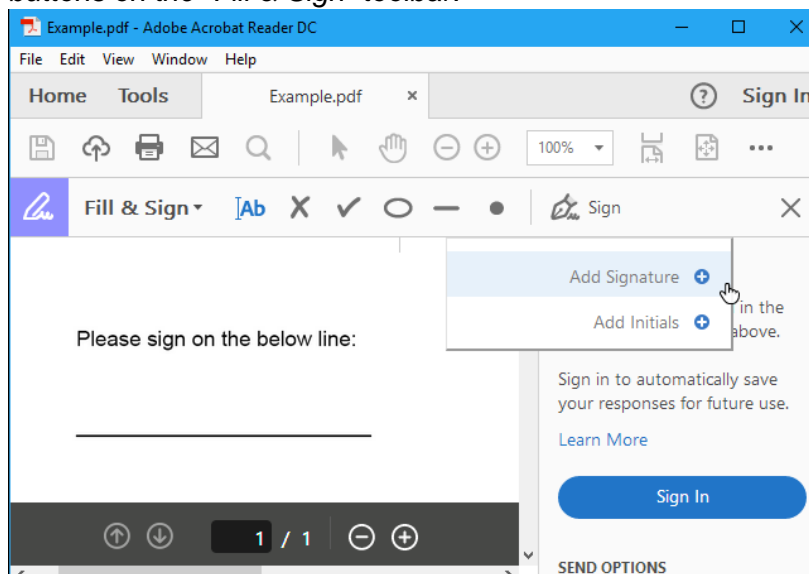
An electronic signature is merely an image of your signature overlaid on top of a PDF document. You can do it with many different apps, for example Adobe Acrobat Reader DC.

Step 1: Using Adobe Reader, first open the PDF document in the Adobe Acrobat Reader DC application. Click the “Fill & Sign” button on the right pane.



Step 2: Click the “Sign” button on the toolbar and select “Add Signature” to add your signature to Adobe Acrobat Reader DC.

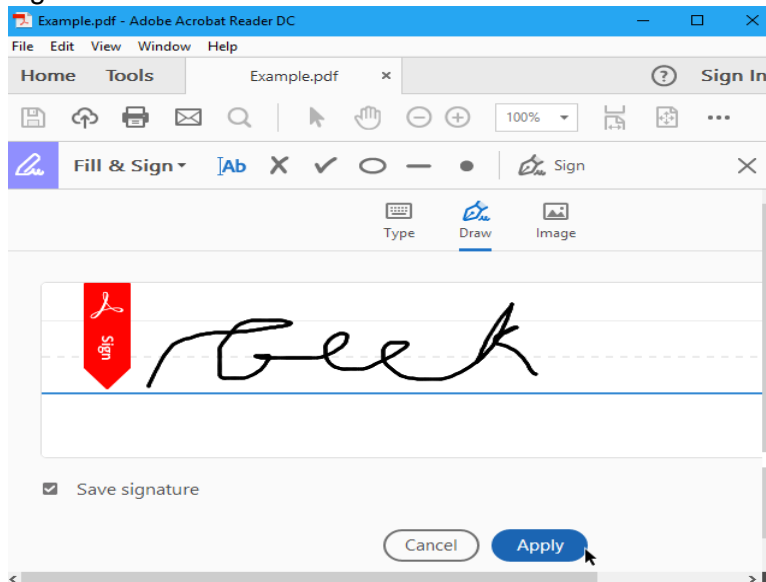
Note: If you need to add other information to the document, you can use other buttons on the toolbar to do so. For example, you can type text or date to fill in the forms using the buttons on the “Fill & Sign” toolbar.



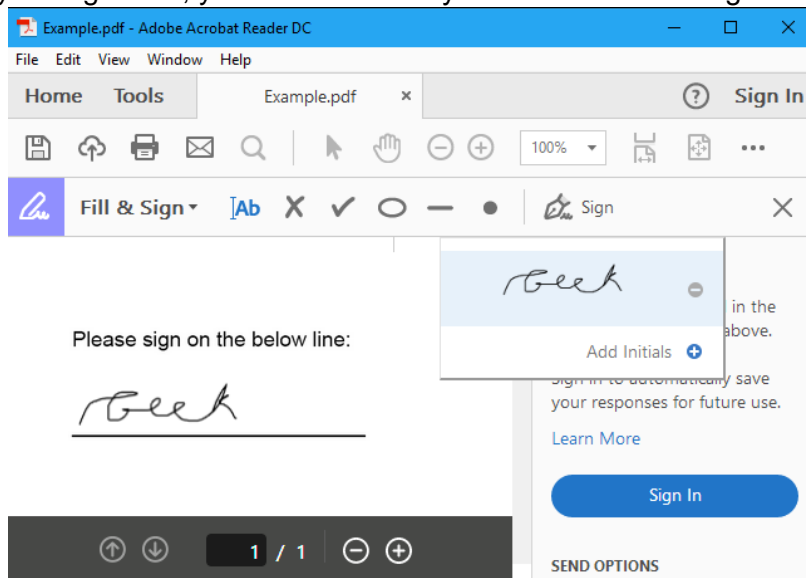


Step 3: You can create a signature in there ways. By default, Adobe Reader selects “Type”. This will not look like you real signature, so it probably not ideal.

Instead, select “**Draw**” and then draw your signature using mouse or touch screen. After creating your signature, click “**Apply**” and leave “Save Signature” checked to use the signature in the future.



Step 4: Position your signature on the designated area and click on apply it. If you chose to save your signature, you will find it easily accessible in the “Sign” menu in the future.



Step 5: To save your signed PDF document, click File > Save and select a location for the file.

[Back to steps for upload the signed Registration form.](#)