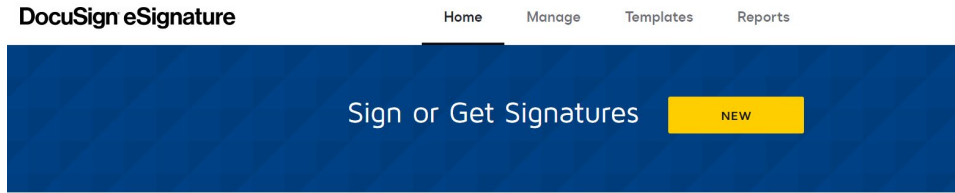
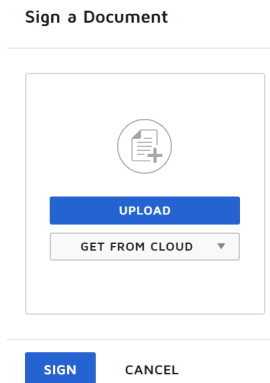


How to Edit a Document in DocuSign

1. [Log into DocuSign](#) and click on the “New” button next to the Sign or Get Signatures at top of page.



2. Select “Sign a Document” and upload the TAP application.



3. Tap the Text icon in the left column and drag it to the area you need to edit.

UNIVERSITY SYSTEM OF GEORGIA

EMPLOYEE APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP)
(Please Print)

Complete this application with required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution.
Application Deadlines: Spring- November 15 Summer & Maymester- April 15 Fall- July 15
 Submit one application per semester up to 30 days prior to the application deadline for program consideration. If the deadline is on a holiday or weekend, the business day prior then applies. **Tuition Assistance waives tuition for up to 9 academic credit hours per semester and applicable student fees for courses at a USG institution.**

EMPLOYEE INFORMATION				
Last Name: Bovian	First: Candice	Middle:	Employee ID# 1234567	Student ID# 123456789
Phone Number: 404-894-0490	Work Email Address: candice.bovian@ohr.gatech.edu	Job Title: Program Manager		
Home Institution: Georgia Tech		Teaching Institution: Georgia State		
Year: 2020	Academic Term: <input type="checkbox"/> SPRING <input checked="" type="checkbox"/> SUMMER/MAYMESTER <input type="checkbox"/> FALL	<input type="checkbox"/> Undergrad	<input checked="" type="checkbox"/> Graduate	Are you taking classes for academic credit? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, indicate your degree program (Associates, Bachelor's, Masters, etc.): Masters		Area of discipline (e.g. Math, Engineering): Business Administration	
Are you eligible for a Hope Scholarship, Hope Grant, Pell Grant, or additional Financial Aid? If so, please list. No				
Are you a prior TAP participant?		If so, what year, term, and teaching institution?		

4. Drag the text box to the area you want to edit. If you need to change something you will have to put a box over it and put x's in the box in an effort to “strike it out”. Then put a new text box next to the area you want to change and put the corrected information.



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EMPLOYEE INFORMATION				
Last Name: Bovian	First: Candice	Middle:	Employee ID# 0123456 xxxxxxxxxxxx	Student ID# 123456789
Phone Number: 404-894-0490	Work Email Address: candice.bovian@ohr.gatech.edu	Job Title: Program Manager		

5. Send to yourself and then email the edited version to eduassist@gatech.edu.
6. You can always find a copy in your Docusign account.