



Submitting Forms

- 1) Go to: <http://rgs.usu.edu/graduateschool/forms/>
- 2) Download the appropriate form and save it to your desktop
- 3) Fill out the form as directed*; save
- 4) Attach the fillable .pdf to an email and send it to your GPC

Once your completed form is received it will be reviewed and then submitted to the Office of Research and Graduate Studies**.

They will then send the document via *DocuSign* for the required signatures.
Once all appropriate parties have signed the document, you will be done!

*Different forms have different requirements. Some require additional documentation be included.
Read all instructions carefully.

**Some forms require departmental approval prior to submission to ORGS.