

Signing a Major Declaration

1. Open the major declaration form PDF (emailed by student) in Adobe Acrobat Reader ([free version available](#)).

2. Verify that the student has filled in correctly their student number, date, surname, given names, degree/faculty, level/length, major, (if applicable), and Academic Calendar Year. The correct Academic Calendar Year is very important otherwise the student may follow the wrong major or degree requirements. *(The [Academic Calendar](#) is published yearly and contains the degree and major requirements applicable to that specific year. Major and degree requirements can*

3. Departments can choose between option 3A or 3B.

- A) Use the **Fill & Sign** feature of Adobe to complete the departmental portion of the form: signature. Select the **Fill & Sign** option from the right side toolbar (it's a picture of a pen writing). Then, choose the **Sign** option on the top toolbar. Select **Add Initials** (or previous signature). Type in your full name and click **Apply**. (Or select an image of your signature.) Place signature on the Department-Chair-Signature line.

Adobe (video) instructions on how to use Fill & Sign feature: <https://acrobat.adobe.com/ca/en/acrobat/how-to/fill-sign-pdf-forms-electronically.html>.

There is also an Adobe Fill & Sign app: <https://acrobat.adobe.com/ca/en/mobile/fill-sign-pdfs.html>.

* As University of Winnipeg staff are working remotely due to the COVID-19 pandemic, Student Central is only able to accept major declarations via email until further notice.