

State Forms & the DocuSign Process

As of July 2023, eight states require an Enrollment Agreement Form. Of those, four of them require both the applicant and Enrollment Specialist’s signature.

States that Require Only Applicant Signature	States that Require Applicant and ES Signature
California	Arizona
Georgia	Kansas
Massachusetts	Oregon
New Mexico	Virginia

Once the state form has been signed and submitted by the applicant, it will automatically appear in the internal system.

- If the form **does not** require your signature, it will have a **Link**.
- If the form **does** require your signature, there will be **no Link**.

Returning a State Form

If you notice an error on a state form, you must return it to the prospective student for correction and resubmission. This requires the prospective student to sign and resubmit the form through their applicant portal.

You **can** return verified documents to the applicant during **any disposition of applicant stage**, including Admissions Review in Progress. The process is the same no matter what stage the application is in.

If the form requires an ES's signature, you will need to sign the form again after the prospective student has resubmitted it.

Some of our programs require a **Program Acknowledgement** submission. These are different from state enrollment agreements.

- Prospective students whose program requires acknowledgement will be prompted to Review & Accept the information, similarly to how they accept the Terms & Conditions.
- Program Acknowledgements will populate in the internal system, but they do not require an ES signature.