

Instructions: How to Complete, Sign, and Return the PDF Form

Preparation (Before You Begin)

1. Download the PDF form from the place where it was shared with you.
 2. Install **Adobe Acrobat Reader** (free version) on your computer or the **Adobe Acrobat** app on your phone.
 3. Prepare your personal details:
 - full name
 - **UCI number** (required)
 - **ULN number** (optional)
 - date of birth
 - email address and phone number
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A. On a Computer (Windows / macOS) — Adobe Acrobat Reader

1. Open the PDF file in **Adobe Acrobat Reader** (double-click the file or go to *File* → *Open*).
2. In the menu on the right-hand side, click “**Fill & Sign**”.
3. Click on the fields you need to complete and type in your information. Make sure to fill in all required fields.
4. To add your signature:
 - Click **Sign** → **Add Signature**.
 - Choose one of the options:
 - **Type** – a generated font signature,
 - **Draw** – sign with your mouse or touchpad,
 - **Image** – upload a photo of your signature.
 - Place the signature in the correct location on the form.
5. Carefully check that all information is correct.
6. Save the file: *File* → *Save As* → choose a file name and location.
7. Open your email application (e.g., Gmail, Outlook) and create a new message:
 - To: **examcentre@polskamacierz.org**

B. On a Phone (iPhone / Android) — Adobe Acrobat App

1. Open the **Adobe Acrobat** app and load the PDF form (from downloads, email, or cloud storage).
2. Select the **Fill & Sign** tool.
3. Tap the fields and enter your information.
4. To add your signature:
 - Go to **Sign** → **Create Signature**.
 - Sign with your finger, type your signature, or upload an image.
 - Place the signature in the correct spot.
5. send it to: **examcentre@polskamacierz.org**