Dear students,

- ➢ You can fill out the applications on this homepage and sign them.

- ➢ The applications were created with Foxit PDF Editor, and can also be opened and edited with Adobe Acrobat Reader.

- ➢ Applications signed online can no longer be edited after a **digital ID** has been added. If you would like to change the data, you must delete the signature (right-click on the signature field and select "delete signature").

- ➢ For security reasons, please only submit the forms by email using your student email account provided by the Computer Center.

Digital ID:
A digital ID should be used for the digital signature.
You can add a digital ID to Foxit as follows:

1. Go to the tab "**Protect**"

2. Select "**Sign & Certify**"

3. Click "**Digital IDs**", then "Add Digital ID" and enter your email address, assign a password and save.

4. The digital ID is saved locally on your desktop as a pfx file.

Adobe handles digital IDs similarly.

Simple online signature:
Inserting a scan of your signature (image data: Bmp, Gif, Tif, Jpg, Png, Ppm) or creating and inserting the signature with the **Foxit eSign** tab changes the PDF form and the next recipient can no longer edit the form's fields. Adobe even displays an error message letting you know that adding a signature means that the other fields can no longer be edited. **For this reason, please do not use this signature for applications which need to be forwarded to further recipients.**

Certified online signature:
If you have a certified online signature, you may use it.

Submitting a form with an original signature by post or email:
Alternatively you can print out your application, sign it by hand and email a scan to pa.chemie@ur.de or send it by post (link to the address of the examinations office).

Universität Regensburg
Universitätsstraße 31
D-93053 Regensburg

Examination Office for Chemistry
Contact person: Ingrid Fuchs
Telephone +49 941 943-4280
Fax +49 941 943 1656

mailto:pa.chemie@ur.de
http://www.uni-regensburg.de/studium/
pruefungsverwaltung/chemie/index.html

Opening hours: Tue.-Thu. 9:00 – 12:00
CH building, room 03.1.82