



HOW TO COMPLETE FILLABLE FORMS

RYERSON FILLABLE PDF FORMS ARE TO BE COMPLETED AND SAVED USING ADOBE READER XI

In support of Ryerson's ongoing efforts to develop sustainable operating practices and reduce our carbon footprint, Undergraduate Admissions and Recruitment is now a paperless workplace. Beyond the environmental benefits of reducing paper use, going paperless means faster access to information and ease of document submission – for you!

Ryerson's fillable PDF forms have been designed to be completed and saved using **Adobe Reader XI**, which can be downloaded for free at www.adobe.com/reader. Please note that older versions of Adobe Reader (X and below) *will not* save completed forms. Filling out forms with any other software (including Preview for Mac OSX) may cause unexpected errors.

There are *three easy and essential steps* to saving your form(s):

Step 1: Open the form with your browser, then save the form to a convenient location on your computer and close the form.

Step 2: Use Adobe Reader XI to open the form from where you saved it. Adobe Reader XI is available at no cost at www.adobe.com/reader.

Step 3: Fill out the form and save it.

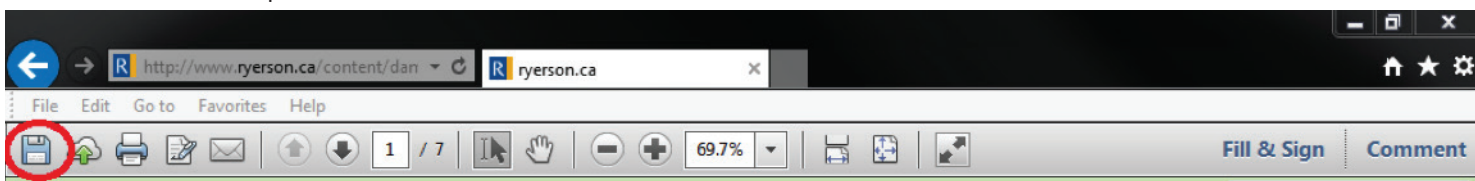
The following are detailed instructions (with visual indicators) of how to save fillable pdf forms using Adobe Reader XI.

Step 1: Click on the form you would like to fill out. Your browser will open the form. Do not complete the form while it is open in your browser. Instead, click the save button (which is circled in red in the browser examples below) and save the form to a convenient location on your computer, such as your desktop, where you can locate the file easily.

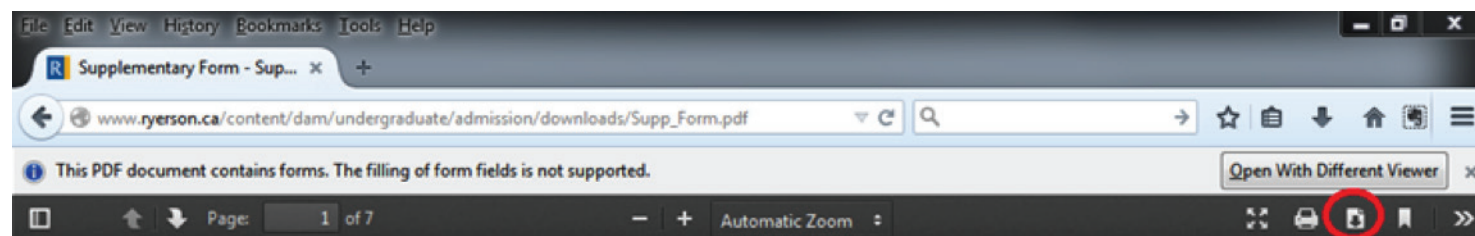
Google Chrome:



Microsoft Internet Explorer:



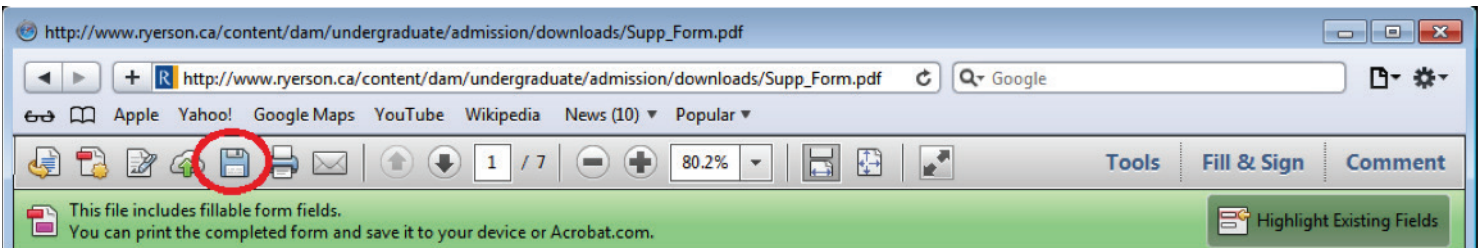
Mozilla Firefox:



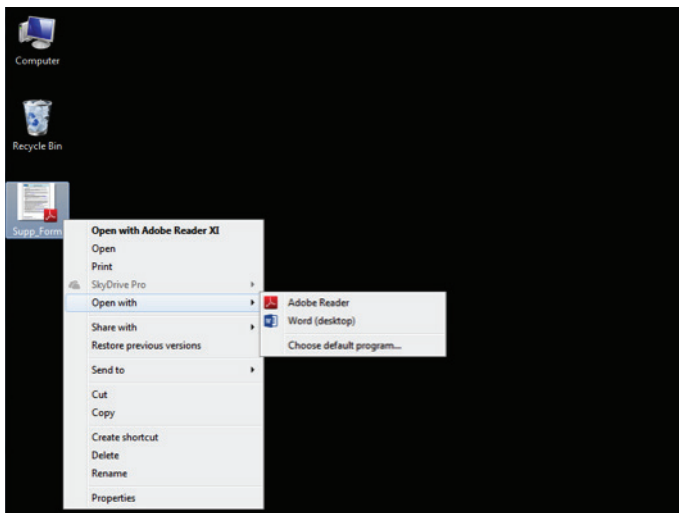


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Apple Safari



Step 2: Use Adobe Reader XI to open the form from where you saved it. Usually Adobe Reader is the default program to open PDF files, but you may have to right click the file and open it with Adobe Reader (see examples below).



Step 3: Fill out the form. When you are done, click the save button and save it. The following is an example of Ryerson's Supplementary form.

RYERSON UNIVERSITY

SUPPLEMENTARY FORM

To Be Completed in Full and Submitted for Each Ryerson Program Applied To

SECTION 1 - PERSONAL INFORMATION

Ryerson Eggy

AREA CODE PHONE NUMBER (416) 979-5000 AREA CODE BUSINESS NUMBER PERSONAL CELL NUMBER AREA CODE FOR BUSINESS

DATE OF BIRTH (MM/DD/YYYY) DATE (MM/DD/YYYY)

SECTION 2 - PROGRAM INFORMATION

PROGRAM APPLIED TO BUSINESS MANAGEMENT DIRECT ENTRY (ONLY - MUST INDICATE MAJOR USE)

QUIC NUMBER PERSON NUMBER TERM AND YEAR COMMENCING
FALL WINTER SPRING/SUMMER

SECTION 3 - ACADEMIC HISTORY

Please list all secondary schools attended or currently enrolled in.

YEAR TO YEAR	SECONDARY INSTITUTION	ADDRESS OF SCHOOL (CITY, COUNTRY)	GRADE/LEVEL	DIPLOMA AWARDED
TO				
TO				

You're done! Now simply submit the form(s) as instructed on the document.