How to Complete and Submit
NYU Summer Programs Required Forms

The required forms for all NYU Summer Programs are available in DocuSign, an online service that allows for user-friendly completion and signature of documents. Every student participating in a summer program at NYU is required to complete a set of forms. Here are some tips on how to complete and submit your forms correctly in DocuSign.

1. Have Your Information Ready
Your required program forms are official documents. Have your official information on hand, so you provide the correct information when filling out your forms. This includes:

- Your full name (first and last)
- Your NYU N# (found in your admission letter)
- The title of your summer program
- Your parent/guardian's full name and email address (if you are under 18 and/or participating in a high school program)

2. Read Instructions
It is important to read all instructions so you complete the correct set of forms for you and your program, and you complete them correctly.

3. Be Careful Completing the Forms
Once you submit your forms, you cannot make edits or changes. Therefore, it is important to make sure all information you entered is correct before you sign your forms and submit them. If you submit your forms but later realize you made a mistake or need to make updates, you must do the process over and complete a new set of forms.

4. Read the Forms before You Sign
The forms contain important information, and you will want to be familiar with that information before you sign.

5. Complete All Fields
Not all fields in each form are required, but some fields may be important to you. As you go through the forms, be sure you complete all fields that apply to you whether or not those fields are required. (Example: allergy details on the Treatment of Minor Form for students under 18.)

6. Be Sure Your Parent/Guardian Completes Your Forms
If you are under 18 years old and/or you are participating in a high school summer program, your forms must be signed by both you and your parent/guardian. You provide DocuSign with your parent/guardian’s full name and email address at the beginning of the form. After you submit forms as the student, DocuSign sends your forms to your parent/guardian at the email address you provided. Then, your parent/guardian can enter DocuSign to complete their sections of the forms. 

**Forms must be completed by both the student AND parent/guardian before the start of your program.**

Note: If you need to change the email address of your parent/guardian so your forms are sent to a new email, please contact NYU University Programs at university.programs@nyu.edu.

7. Save Your Forms
Once your forms are complete, you can view them in DocuSign at any time or you can download copies of your forms for your own records.

8. Ask for Help
If you have questions about the forms, please contact NYU University Programs at university.programs@nyu.edu.