

How to Add a Signature and Date to Your WSAS Private Education Loan Documents

1. Open WSAS Private Education Loan documents in Adobe Acrobat Pro DC (part of [Adobe Creative Cloud license](#) for Wellesley College).
2. Select “Fill & Sign” tool in the right pane. If only icons are listed, click on the left-pointing arrow to increase the pane to select “Fill & Sign”.
3. Select “You” and “Fill & Sign”
4. In the toolbar near the top of the page, select the Sign Tool (fountain pen graphic) and draw, type, or choose an image for your signature. Then click “Apply” to place your signature on the form.
5. Next, select the Text Tool (IAb). Click next to the Date field on the bottom of the form and enter today’s date MM/DD/YYYY.
6. Save the form and email it back to WSAS (if requested).

If you don’t have access to the Fill & Sign Tool, visit the [LTS News Page](#) for alternative instructions on how to add your signature to a .pdf.

To add a date, use the “Edit PDF” tool and select “Add Text” from the toolbar near the top of the page. Click on the date field at the bottom of the Form and enter today’s date MM/DD/YYYY.

Documents may also be printed out and signed/dated. Scan or take a picture of the signed documents and email them back to WSAS (if requested).

Contact Kat Longee at loans@wellesley.edu or 781-283-2992 if you have any questions.