

Guidelines for completing specification and travel reimbursement forms

You can fill in and sign the forms digitally if you use Adobe Acrobat XI or Adobe Acrobat DC

Specification form

- Please fill in:
- your personal registration (CPR) number and name
 - date/period of the examination
 - number of students/answers
 - subject/course
 - Remember! You must sign the form – you can do this digitally!

Travel reimbursement form

- Please fill in:
- personal details and personal registration (CPR) number
 - destination and purpose
 - date and duration
 - state expenses – including whether a currency other than Danish applies
 - state reimbursement – including the number of kilometres travelled by car
 - scan and attach any receipts for travel expenses
 - Remember! You must sign the form – you can do this digitally!

ST Uddannelse
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Side 1/1

Digital signature

This is supported by Adobe Acrobat XI or Adobe Acrobat DC

If you use a digital signature, you do not need to print and scan again.

If you do not have a digital ID for PDF files, you can create one as follows:
(you must create one for each personal or laptop computer you use)

1. Double click on the signature field
2. Choose 'A new digital ID ...' – click on 'Next'
3. Choose 'New PKCS#12 digital ID file' – click on 'Next'
4. Fill in your name, organisational unit/name and e-mail address – click on 'Next'
5. Create a password and confirm – click on 'Finish'
6. Now you can see your digital ID – enter your password – click on 'Sign'
7. You will now be asked to save – click on 'Save'
8. You have now signed using your digital signature!
9. Remember! You must save again.

Return the entire examiner package in digital form to: tensor.st@au.dk