



## Instructions for Submission of pdf Forms

**(For Summer and Fall 2020 ONLY)**

Forms are available on the Records and Registration Forms webpage <https://recreg.tcnj.edu/forms/>

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### STUDENTS:

1. **FIND** appropriate form for registration for:
  - 1.1. [Independent Study/Research Enrollment Form](#)
  - 1.2. [Internship Enrollment Form](#)
  - 1.3. [Special Arrangement Form](#)
  - 1.4. [Undergraduate Enrollment in a Graduate Course](#)
2. **DOWNLOAD** and **SAVE** the form.
  - 2.1. Do NOT complete the form until AFTER you have downloaded and saved the form to your computer. If you add information to the form before downloading and saving it, your information will not be saved and you will need to enter the information on the form again.
3. **COMPLETE** the form.
  - 3.1. If you have any questions, reach out to your supervising faculty member/advisor for assistance.
4. **SAVE** the form.
5. **REVIEW** the form. After completing and saving the form, close and reopen the form to make sure all of your information is correct and has been saved.
6. **The completed/saved form may be emailed as a pdf attachment** - follow the application/approval procedures for your department/school for the submission of the form.