



Instructions for Completing FSAP Intake Forms

- 1) Download the “FSAP Intake Forms” PDF file from the “Forms” section of the FSAP website.
- 2) Open the file using Adobe Reader or a comparable program.
- 3) Populate the relevant fields.
- 4) Sign and initial the forms wherever indicated (the “Signature” or “Initial” type will appear in red lettering but they do not have fields associated with them).
- 5) To sign:
 - a. Locate the signature icon on the editor’s ribbon (featured atop the open document).



- b. When you are ready to sign or initial, click the icon and enter the signature using your mouse, or one of the other options they offer.
 - c. Paste the signature or initials into the signature or initials areas.
- 6) Once you have completed the form, simply save it, attached to an email and send it back to our UMFSAP@miami.edu email.