

DocHub Instructions:

1. Download desired form(s) on communicationstudies.tcnj.edu/forms
2. Go to dochub.com and create an account if you do not already have one.
3. Once you create an account, you'll be brought to the DocHub Dashboard page. Click on "Import Document" and retrieve the downloaded form you would like to fill out.
4. After you upload the form, you should be brought to an editing page where you can fill out the form.
5. After you have filled out the form, there is a download icon to the top right, labeled "Download/Export". Click this icon to download your filled out form.
6. Rename the completed form to be in the following format:
"LastName_FirstName_FormType" (Ex. Doe_John_ChangeOfMajor)
7. After renaming your file, email the [Program Assistant](#) your completed form as an attachment.