To begin the DocuSign process:

- Enter your name and UNC Charlotte email address (no aliases)
- Enter your thesis/project advisor
- Enter the name(s) and email address(es) of the other committee members (first, second, third reader)
- Enter the name and email address(es) for ALL honors programs you are in, in the appropriate spot, (this step is VERY important to completed correctly)
- Click on Begin Signing

This will take you to the first page of the Application for Admission to Candidacy.

- Complete your student information at the top of the page
- Upload the Layperson Summary or Abstract and the Proposal or Final Thesis
- Click Finish. This launches the Application for Admission to Candidacy and you will be returned to the Honors College website.

You may track the progress of the application, in your DocuSign account. If the form is not progressing, nudge the next member to sign. The Program Director will be the last signature required.

Please do not wait until the last day to turn this in, it will need multiple signatures, and may take a few days.