

Department of Communication Sciences and Disorders Speech & Hearing Clinic

Directions to complete the Application for Admission to the Department of Communication Sciences and Disorders form.

- 1. You must have Adobe Acrobat Reader installed on your computer to fill in all forms on the BGSU website. You can download Adobe Acrobat Reader for free at this link: https://get.adobe.com/reader/.
- 2. The form can be found at this link: http://www.bgsu.edu/health-and-human-services/programs/department-of-communication-sciences-and-disorders/forms.html.
- 3. Click on "Undergraduate application for admission to CDIS."
- 4. The form will open in your browser. Directions to download and save the form on various browsers are provided on the following pages. Not all browsers have the same settings. The directions may vary based on the settings on your computer.
- 5. Save the form to your computer. It is recommended that you save the form with the following title: "LastName_FirstName_ApplicationtoCDIS.pdf"
- 6. Fill in all required information on the form.
- 7. Save the form again. On Mac computers a copy of the form may be saved in the same location as the original form.
- 8. Attach the form to an e-mail and send the e-mail to Sue Cukierski (scukier@bgsu.edu). If you are using a Mac computer, be sure that the correct copy of the form is attached to the e-mail. Be sure to preview the form in the e-mail before you send it to ensure that all information is filled in and correct.



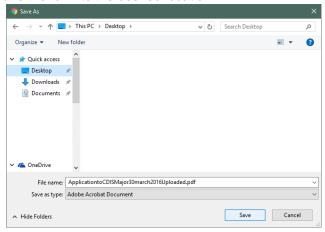
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Google Chrome Directions

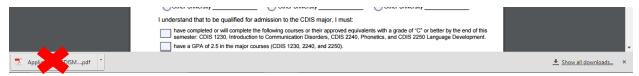
1. Click the "Download" icon in the upper right hand corner of the screen.



2. Save the form to the desired location.



3. **Do not** click on the banner that shows the document in the bottom of the browser to open the form. Instead, go to the location you saved the file to open the form.

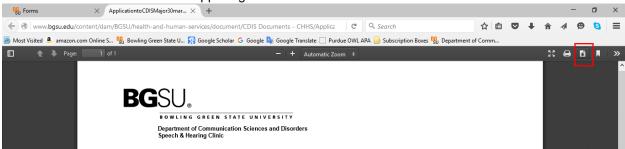




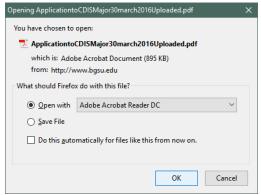
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Firefox Directions (on a Windows computer)

1. Click the "Download" icon in the upper right hand corner of the screen.



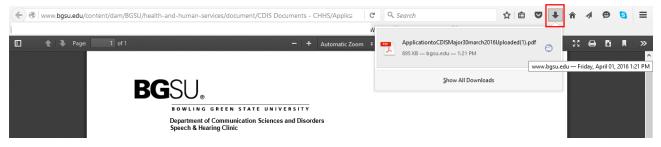
2. The dialogue box below will open. Select the "Open with" and ensure that a version of Adobe Acrobat Reader is selected. Click "OK."



The form will then open in Adobe Acrobat Reader. From there you should save the form to the desired location on your computer.

Firefox Directions (on a Mac computer)

1. On some Mac computers running Firefox, the form will automatically appear in the "Downloads" folder. This folder is in the toolbar in the browser by default. If this is the case, click on the file to open it.



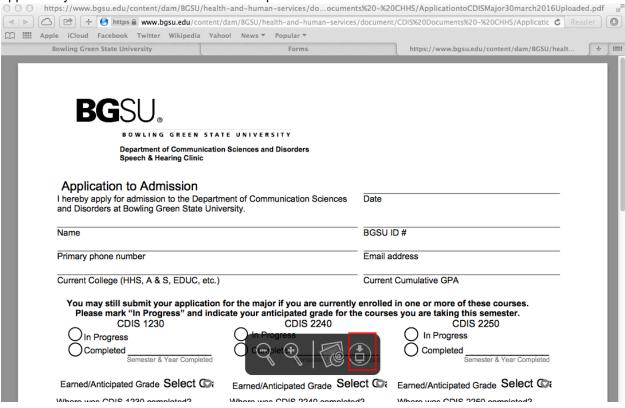
2. You cannot download the file from the "save as" dialog box in the upper left hand corner of the browser. To save the file, you need to download the document into Adobe Acrobat Reader. You can then save the file to your desired location on your computer.



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Safari Directions

1. In Safari, you should click on the disk icon on the form to download and save the form. The dick icon appears if you hoover over the bottom of the pdf document.



Some users have experienced difficulty using Safari to download the form. If you experience
difficulties view the helpful information at this link (https://helpx.adobe.com/acrobat/kb/pdfs-safari-acrobat-8-mac.html), or try using Firefox or Google Chrome instead.