How to access Access & Submit the T1/T2 Form Guide

All SDSU employees have access to Adobe Sign, which allows them to access forms and workflows. Please follow the steps below to learn how to access the different T1/T2 forms via Adobe Sign Workflows.

**Step 1:**
Log into Adobe Sign by using this URL: [https://esign.sdsu.edu](https://esign.sdsu.edu)

**Step 2:**
Select the **Start from Library** button from the home page in Adobe Sign

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*If you are a new employee please make sure to submit an IT ServiceNow ticket to have Adobe Sign activated.*
**Step 3:**
Select **Workflows** from the left-hand column & **Search** for T1/T2 to find the forms available.

**Step 4:**
Find the T1/T2 form that is needed for your type of travel & select **Start**.
Please refer to the matrix provided to learn more on the different types of T1/T2 forms.

<table>
<thead>
<tr>
<th>T1/T2 Travel Authorization Form - DOMESTIC (All Employees EXCEPT AA &amp; SACD)</th>
<th>T1/T2 Travel Authorization Form - DOMESTIC (AA &amp; SACD Employees ONLY)</th>
<th>T1/T2 Travel Authorization Form - INTERNATIONAL (All Employees EXCEPT AA &amp; SACD)</th>
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<tbody>
<tr>
<td>- For all employees, EXCEPT those in Academic Affairs (AA) or Student Affairs &amp; Campus Diversity (SACD)</td>
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<td>- When using campus funds for domestic travel</td>
<td>- Requires approval from the traveler's HR supervisor of record and the Dean/AIP</td>
<td>- When using campus funds for international travel</td>
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</tbody>
</table>

**Step 5:**

Enter the **email addresses** required under the Recipients section and complete any necessary fields.
Step 6:
Select the **Send** button to submit the form.