



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

**An Chlárlann
Acadúil**
Academic
Registry

Verifying Official UL Documents with e-Signatures

FOR DOCUMENTS ISSUED BETWEEN 12 MAY 2020 – 27 JULY 2020

From 12 May 2020 until 27 July 2020, Certified Letters and Student Transcripts will be issued by UL Academic Registry in a secure electronic document format. These documents will be signed and verifiable through our security partner, DocuSign.

Please note that this page refers to transcripts for current students and to official letters for students/graduates. Graduate Award Documents (parchments and transcripts) are issued differently and further details can be found on the [Academic Registry website](#).

What is DocuSign?

[DocuSign](#) is a secure service which uses trusted certificates to enable the signing and verification of documents. This allows students, graduates and third parties to be confident that the document issued by University of Limerick Academic Registry is genuine and that it has not been modified.

I have received a document. How do I verify that it is genuine?

If you have received a document, you can verify it as follows:

1. Please ensure you receive a PDF of the file and not a printed copy. The PDF should contain both:
 - The letter/transcript from UL and
 - A Certificate of Completion (last page)
2. Open the PDF in Adobe Acrobat.
 - Opening the file within your email, or within a browser may not allow you to see the signature details.
 - If needed, you can install the latest free version of [Adobe Acrobat Reader](#).
3. To verify the document is unaltered since it was issued, and that it is signed:
 - Please click on the Signature Panel to open further details and verify that the document has not been modified (Marked as 1 on the screenshot below).
 - The Signature panel, can confirm that it is unaltered since signed and valid (marked as 2) and that the PDF was exported from www.docusign.com (marked as 3).
 - Check the last page of the document (Certificate of Completion) to verify that it was signed by an @ul.ie email address (see the red arrows in the second screenshot).

Final draft transcript Your_Official_University_of_Limerick_document.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Final draft transcrip... x

1 / 3 100%

Signed and all signatures are valid. **1** Signature Panel

2

3

Signatures

Validate All

Rev. 1: Signed by DocuSign, Inc. <techops@docuSign.com>

Signature is valid:

- Source of Trust obtained from Adobe Approved Trust List (A
- Document has not been modified since this signature wa
- Signer's identity is valid
- Signing time is from the clock on the signer's computer.
- Signature is LTV enabled

Signature Details

- Reason: Digitally verifiable PDF exported from www.docu
- Location:
- Certificate Details...
- Last Checked: 2020.05.12 15:46:02 +01'00'
- Field: ENVELOPEID_B1F48FC9F14046B693B0E9A1D5E3D33F (
- [Click to view this version](#)

LIMERICK OLLSCOIL LUIMNIGH

Student Transcript

18/Mar/2020 University of Student Full

Name [Redacted]

Address [Redacted]

University of Limerick OLLSCOIL LUIMNIGH

SEM1 Part 1

Module Title Block

[Redacted]

DocuSign SECURED

Certificate Of Completion

Envelope Id: [Redacted] Status: Completed

Subject: [Redacted]

Source Envelope:

Document Pages: 2 Signatures: 1 Envelope Originator: [Redacted]

Certificate Pages: 1 Initials: 0 University of Limerick

AutoNav: Disabled Castletroy, Limerick V94T9PX

Enveloped Stamping: Disabled [Redacted]@ul.ie

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London IP Address: [Redacted]

Record Tracking

Status: Original Holder: [Redacted] Location: DocuSign

7/5/2020 | 12:18 [Redacted]@ul.ie

Signer Events **Signature** **Timestamp**

[Redacted]@ul.ie University of Limerick

DocuSigned by: [Redacted]

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image

Using IP Address: [Redacted]

Sent: 7/5/2020 | 12:18

Viewed: 7/5/2020 | 12:18

Signed: 7/5/2020 | 12:19

Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign