



Georgetown University Student Employment Office

Using PDFs to Submit SEO Forms

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Saving Your PDF on a Mac Computer

PDFs opened, filled, and saved in Apple's default "Preview" application will appear blank to anyone trying to read the file on a PC – in short, the SEO will be unable to process your paperwork, but there are two possible solutions to try.

Option #1: Use Adobe Acrobat Reader

- If you don't have Adobe Acrobat Reader installed, it's available as a free download [here](#).
- You may want to consider making Adobe Acrobat Reader your default program for using PDFs if you'll need to use it frequently for submitting student hire forms. When you open Adobe Acrobat Reader, select the option allowing Adobe Acrobat Reader to be your default PDF viewer and continue as normal.
- Fill and save your form, and submit it to the SEO as listed below.

Option #2: Print to PDF

- Open the document in your preferred program and fill in all of the necessary information.
- Go to "Print" then for the "Name" drop down menu and select "Adobe PDF," and select "OK."
- This will create a *new file* that is, essentially, an image of the original file. None of the fields will be editable at this point, but they will be readable by all users.

Submitting Forms to the SEO

- When your form is completed and saved, please email it to gmsstudentsupport@georgetown.edu. You should receive an automatic confirmation via email that your form was received.
 - Please note – if you are submitting forms by sending multiple emails per day, you won't get an automatic reply for each individual submission simply because of G-mail settings.