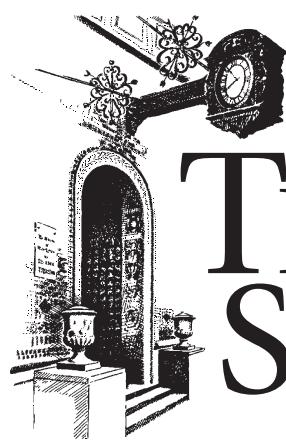


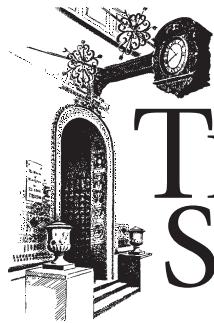
# NONDEGREE SERVICES APPLICATION

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For Individual Learning Account



THOMAS EDISON  
STATE UNIVERSITY



# THOMAS EDISON STATE UNIVERSITY

## NONDEGREE SERVICES APPLICATION For Individual Learning Account

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

**Individual Learning Account** is a nondegree service that Thomas Edison State University provides to individuals who wish to document college-level learning gained through military experience, professional licenses, college proficiency examinations, college-level corporate training programs or American Council on Education (ACE) recommendations. Individual Learning Account services are available to individuals who wish to consolidate college-level work documented elsewhere into an official Thomas Edison State University transcript. It is the student's responsibility to ensure that the receiving institution's academic policy will allow transfer of each credit. Individuals who use Individual Learning Account **are not** enrolled in a Thomas Edison State University degree program. The Individual Learning Account fee entitles students to transcription services for one year. Individual Learning Account does not apply to foreign credentials or to individuals seeking credit awards for courses taught. It is important to remember the following:

1. Complete this Nondegree Services Application using the directions provided on the following page.
2. Enclose the appropriate fee listed in section 2 of this Nondegree Services Application. You may pay by check, money order or this Application. Fees for Individual Learning Account are **nonrefundable**.
3. Mail the completed Application and payment to:  
Office of the Registrar  
Thomas Edison State University  
111 W. State St.  
Trenton, NJ 08608
4. Submit official college transcripts, military documents, college proficiency examinations, documentation of college-level corporate learning or ACE Registry transcripts.

All transcripts submitted for Individual Learning Account must be official transcripts mailed directly from a college or university registrar's office.

#### **Please Note**

- ◆ Fees for Individual Learning Account are nonrefundable.
- ◆ Students may choose to enroll at a later time, but there is no guarantee that all credits will be counted toward a degree program at Thomas Edison State University.
- ◆ This application is not to be used if you are a degree-seeking student at Thomas Edison State University.
- ◆ Credits earned from foreign institutions can NOT be used for Individual Learning Account. Students with foreign credits may apply their credits toward a Thomas Edison State University degree program provided certain requirements are met. For more information call the Office of Admissions toll free at (888) 442-8372.

#### **Important Note**

Official documents are necessary to conduct the evaluation of your credits.

You should start now to have official transcripts sent to the Office of the Registrar.

Reminder: Please review all sections of the Application for completeness. Make a copy for your files before mailing the form and the appropriate fee to the University. If you have any questions concerning your Application, contact the Office of Admissions toll free at (888) 442-8372 or at [admissions@tesu.edu](mailto:admissions@tesu.edu).

# APPLICATION INSTRUCTIONS

## Section 1: General Information

Please complete all information in this section. If you are not a U.S. citizen, you must provide visa and country of citizenship information.

## Section 2: Individual Learning Account Services Information and Fees

Please have ALL previous college or agency official transcripts or score reports sent directly to the Office of the Registrar by the college or agency where your work was completed. Student copies of transcripts cannot be accepted.

**Colleges and Universities:** List the complete information on all regionally accredited colleges and universities that you have attended. If you have already completed a degree or degrees, please provide that information.

**College-Level Examinations:** If you have taken a college-level examination, list the name of the testing agency under Colleges and Universities. Official transcripts (score reports) must be sent by The College Board (CLEP, DSST or AP examinations) or the official reporting agency.

**College Credit Recommendation Service:** Contact the ACE Registry of Credit Recommendations, One Dupont Circle, NW, Suite 250, Washington DC 20036-1193, (202) 939-9434 or by email at [credit@ace.nche.edu](mailto:credit@ace.nche.edu). Request a copy of your registry report (list of completed courses) be sent directly to the Office of the Registrar at Thomas Edison State University. Note: If the ACE Registry does not have your courses on file, you will need to request a registration packet to establish a record with the ACE Registry. For additional information, call the Center for the Assessment of Learning (609) 984-1140 ext. 2297.

**Licenses and Certificates:** If you have earned any U.S. licenses or certificates, they should be listed in this section. Visit the Thomas Edison State University Web site at [www.tesu.edu/degree-completion/Licenses-Certifications.cfm](http://www.tesu.edu/degree-completion/Licenses-Certifications.cfm) for information on licenses and certificates evaluated for credit. A notarized copy of the license or certificate and a copy of the current renewal card, if appropriate, must be attached to the form or submitted to the Office of the Registrar from the issuing agency.

If you are an active member of the U.S. armed forces, in the National Guard or reserves, you are eligible for the Military Individual Learning Account fee of \$290, which allows an unlimited number of credits transcribed. Fee information for all other credits is listed in this application.

**Military Service and Documents:** The University will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE.

Members of the **Army, Navy and Marines** currently on active duty should submit Joint Services Transcript (JST) <https://jst.doded.mil/>. **Air Force** members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

**For Students in the Air Force:** Students who served after 1972 should request an Official Transcript from:

Community College of the Air Force  
CCAF/DESS  
100 South Turner Blvd.

Maxwell-Gunter AFB, AL 36114-3011  
[https://augateway.maxwell.af.mil/ccaf/stu\\_svcs/transcriptrequest/](https://augateway.maxwell.af.mil/ccaf/stu_svcs/transcriptrequest/)

**For Students in the Coast Guard:** Active duty personnel should fill-out form CG 1651J (Official USCG Transcript Request) and send it to:

Registrar's Office  
5900 SW 64th St., Suite 235  
Oklahoma City, OK 73169-6990  
(405) 954-7275

This form may be obtained from the education service officer (ESO) or through the Web at [http://www.uscg.mil/hq/cg1/cgi/forms/CG\\_Form\\_1561.pdf](http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_1561.pdf). Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

Coast Guard personnel should also check with CGI to determine if they are eligible for the Joint Service Transcript (JST), a multiservice official transcript.

## Section 3: Payment Information

Please provide all information.

## Section 4: Signature and Date

The appropriate nonrefundable fee must accompany your application. You may also access fee information by visiting the Thomas Edison State University Web site at [www.tesu.edu](http://www.tesu.edu) or call the Office of Admissions toll free at (888) 442-8372.

# NONDEGREE SERVICES APPLICATION

## Section I: General Information

I am applying for an Individual Learning Account

Last Name \_\_\_\_\_

First Name (Mr./Mrs./Ms.) \_\_\_\_\_

MI \_\_\_\_\_ Suffix \_\_\_\_\_

Social Security # (required) \_\_\_\_\_

Date of Birth (Mo/Day/Yr) \_\_\_\_\_

Former Name(s) \_\_\_\_\_

## Mailing Address

Street \_\_\_\_\_

Apt. \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Home Telephone Number (      ) \_\_\_\_\_

Business Telephone Number (      ) \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Citizenship: Are you a U.S. citizen?  YES  NO

If no, of what country are you a citizen?  
\_\_\_\_\_

Are you now, or at any time, have you ever been a student at Thomas Edison State University?  YES  NO

If YES, give approximate dates \_\_\_\_\_

Do you currently serve as a member of one of the U.S. armed forces?  YES  NO

Are you a veteran of the U.S. armed forces?  YES  NO

Are you a military dependent?  YES  NO

Please indicate your military grade level (example: E1, E2): \_\_\_\_\_

Please list your military occupation: \_\_\_\_\_

Please check the category which best fits your current military status:

	Air Force	Army	Marines	Navy	Coast Guard
Active Duty	<input type="checkbox"/>				
Reserves	<input type="checkbox"/>				
National Guard	<input type="checkbox"/>				
Veteran: Prior Service	<input type="checkbox"/>				
Military Dependent	<input type="checkbox"/>				

Military documents submitted: \_\_\_\_\_

## SECTION 2: Individual Learning Account Information

Documents being submitted for Individual Learning Account:

College-University/Transcripts/Documents	Student ID at College	Dates Attended	Credit Hours	Degree Received & Date

Please list applicable licenses/certificates (see directions): \_\_\_\_\_

Military documents being submitted for credit: \_\_\_\_\_

Please list the name(s) of ACE College Credit Recommendation Service, National PONSI, and APR where you completed the course(s) recommended for college credit: \_\_\_\_\_

Please list the courses (title, number) you completed that have been awarded the ACE recommendation for college credit\*.

(\*Attach a separate sheet if there are additional courses.)

_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____
_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____
_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____

Course(s) title, number

No. of credit(s)

Course(s) title, number

No. of credit(s)

Total number of courses to be transcribed \_\_\_\_\_ Total number of credits to be transcribed \_\_\_\_\_

Have you requested a copy of your ACE Registry transcript?  YES  NO

If YES, indicate date the request was made \_\_\_\_\_

Note: If you have not contacted ACE to request your Registry transcript, the University cannot complete the processing your Nondegree Services Application.

### Individual Learning Account Fees

The Individual Learning Account fee for military personnel is \$290, regardless of the number of credits being transcribed.

See Page 2 for eligibility requirements.

The fee for nonmilitary applicants is based upon the number of credits being transcribed and is as follows:

1-60 Credits	\$300.00
61 plus Credits	\$400.00

(This fee is nonrefundable.)

Total Individual Learning Account Fee \$ \_\_\_\_\_

### SECTION 3: Payment Information

Use this form to pay by check or money order via the U.S. mail. Please make checks payable to Thomas Edison State University. Registered students can use Online Student Services (OSS) when paying by credit card, debit card or electronic checking.

Enclosed payment must be submitted in U.S. dollars.

FEE IS NONREFUNDABLE. Amount \$ \_\_\_\_\_

Check  Money Order

## SECTION 4: Signature and Date

I hereby certify that the above statements are true and correct to the best of my knowledge. I hereby make application for Individual Learning Account at Thomas Edison State University subject to policies and procedures of the University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The appropriate nonrefundable fee must accompany your completed Application. Refer to [www.tesu.edu/tuition](http://www.tesu.edu/tuition) for information on the appropriate fees which must accompany your Application.

### **Request Transcript Be Sent to Other Colleges**

Student's Name \_\_\_\_\_ University ID or  
Social Security Number \_\_\_\_\_

Dear Thomas Edison State University,

In addition to creating a college transcript, I request that copy(ies) of the transcript be sent to the following institution(s):

School 1: \_\_\_\_\_

Address 1: \_\_\_\_\_  
Name of Person & Department \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School 2: \_\_\_\_\_

Address 2: \_\_\_\_\_  
Name of Person & Department \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School 3: \_\_\_\_\_

Address 3: \_\_\_\_\_  
Name of Person & Department \_\_\_\_\_

Street Address \_\_\_\_\_

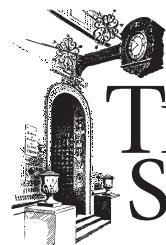
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Check if you are requesting a copy.)

I also would like a copy to be sent to me at my home address listed on the Application.

I understand that Thomas Edison State University will send one transcript, either to me or to the institution I designate, free of charge but requires a \$15 fee for each additional transcript requested. (Please fill out information in the Fees Information Section on Page 4 of this Application.)

Signature \_\_\_\_\_ Date \_\_\_\_\_



# THOMAS EDISON STATE UNIVERSITY

Office of the Registrar  
Thomas Edison State University  
111 W. State St.  
Trenton, NJ 08608