



Applying for the New York State High School Equivalency Diploma Based on Earned College Credit

Application packet for CSI students needing to satisfy TAP Ability to Benefit Requirements because they graduated from a foreign high school.

General Information

Students who have earned at least 24 college credits toward a degree can apply for the NYS High School Equivalency Diploma Based on Earned College Credit. The 24 credits must include at least:

- 6 credits in English
- 3 credits in mathematics
- 3 credits in the natural sciences (Biology, Chemistry, Environmental Science, Geology, Physics & Astronomy)
- 3 credits in social science (Anthropology, Economics, Geography, Linguistics, Political Science and Global Affairs, Psychology, Sociology)
- 3 credits in the humanities (History, Media Culture, Performing and Creative Arts, Philosophy, World Languages and Literatures)

A non-refundable fee of \$10 must be submitted with the application. Payment must be in the form of certified check or money order. DO NOT send cash or a personal check.

To Apply:

1. Complete the Application For The New York State High School Equivalency Diploma Based On Earned College Credit.
2. Complete ***the student's information*** on the College Credit Certification Form (do NOT write in the space reserved for the Registrar's information).
3. Obtain a \$10 certified check or money order payable NY State Department of Education
4. Take the Application, the Credit Verification Form and the \$10 certified check or money order to the CSI Registrar's Office, building 2A room 107.

After the Registrar's Office completes and seals the bottom section of the Credit Certification Form, you must mail the Application, the Credit Certification Form and the \$10 certified check and money order to:

High School Equivalency (HSE) Office
P.O. Box 7348
Albany, New York 12224-0348

To inquire about the status of the Application after you mail it, you can call the HSE Office at (518) 474-5906.

Note: If you are not yet 19 years old, please contact the Registrar's Office or the Financial Aid Office; you may need additional documentation from the high school you attended

**The University of the State of New York
The State Education Department
High School Equivalency (HSE) Office
Albany, New York 12224-0348**

**APPLICATION FOR THE NEW YORK STATE HIGH SCHOOL EQUIVALENCY
DIPLOMA BASED ON EARNED COLLEGE CREDIT**

PLEASE PRINT CLEARLY IN INK

1. Name (Last Name)		First Name	Middle Initial	2. Gender								
				___MALE ___FEMALE								
3. Address (Street/P.O. Box)				Apartment Number								
4. City		State		Zip Code								
5. Social Security Number		6. Age	7. Date of Birth		8. Telephone Number							
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="text-align: center; font-size: small;">Month</td> <td style="text-align: center; font-size: small;">Day</td> <td style="text-align: center; font-size: small;">Year</td> </tr> </table>					Month	Day	Year	(____) _____ Area Code Number	
Month	Day	Year										
9. Are you 19 years of age or older? ___ YES ___ NO												
<p>If "NO," you must document your eligibility by attaching to this application a verification form completed by an official from your high school or its district.</p>												
10. Name of institution certifying college credits earned												
College of Staten Island/CUNY												
<p><i>I understand that I will not be awarded a New York State High School Equivalency Diploma unless I meet the eligibility requirements described on the previous page of this application. I do hereby certify, subject to penalty for perjury, that the information given on this form and on any attachments is true to the best of my knowledge and belief.</i></p>												
_____			_____									
Signature			Date									
_____			_____									
Signature of parent/guardian if under 18			Date									
<p>Attach a Certified Bank Check or a Money Order in the amount of \$10.00 made payable to:</p> <p style="text-align: center;">THE NYS EDUCATION DEPARTMENT</p>												

College Credit Certification Form

Guidelines:

An eligible person may be awarded a New York State High School Equivalency Diploma if he or she provides satisfactory evidence that he or she has successfully completed 24 credits as a recognized candidate for a degree or certificate at an approved institution. Some institutions require a person to have a high school diploma in order to be recognized as a candidate for a degree. If the lack of a diploma or its equivalent is the only impediment to a person being **recognized** as a candidate for an approved degree or certificate program, the individual may be considered as a recognized candidate for a degree or certificate for the purpose of completing this form.

Credits for courses taken solely for personal and/or cultural advancement, and not required as part of an approved degree or certificate program, may **not** be used to obtain an equivalency diploma. For example, a student who successfully completes non-degree courses representing 24 or more credits is not eligible for an equivalency diploma.

If you meet the requirements for a High School Equivalency Diploma based on college credit and have completed and mailed the attached application with the required fee, then complete this section of the College Credit Certification Form and request the registrar of the institution to certify that you have met the college credit requirements for an equivalency diploma. The registrar should complete the bottom section of this form, attach a transcript, and return it to the above address.

PLEASE PRINT OR TYPE

Candidate's Name:	Last Name	First Name	Middle Initial
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Social Security Number	Date of Birth																		
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_____	_____	_____	_____	_____	_____														
Month	Day	Year																	

I have read the above guidelines. I hereby certify that the person identified above HAS / HAS NOT (circle one) successfully completed 24 or more credit hours in accordance with the NYS Education Department credit distribution requirements as a recognized candidate for a college-level degree or certificate at this institution.

Name of Institution			Institution's Seal
Address			
City	State	Zip Code	
Registrar's Name		Telephone Number (_____) _____ <small>Area Code</small>	
Registrar's Signature		Date	