



**Cover Sheet for Student
Submission of
TESU-Assessed
Credentials**

This form must be completed by the student and mailed along with any submissions of notarized documents related to Thomas Edison State University-Assessed credentials¹ (e.g., professional licenses and/or certificates). An asterisk (*) denotes a required field.

First Name:* _____ MI:____ Last Name:* _____

Street Address:* _____

City:* _____ State:* _____ ZIP Code:* _____

Daytime Telephone Number:* (____) _____ E-mail Address:* _____

University ID Number (if TESU Student): _____ Date of Birth:* _____

Social Security #:* _____ - _____ - _____ Today's Date:* _____

I am submitting documentation for the following TESU-Assessed Credentials (list only documents included in this current submission):*

Notary and Mailing Instructions:

Thomas Edison State University needs a notarized photocopy of the document mailed to the university so we can see the original seal and signature of the notary. We cannot accept faxed or emailed copies.

In some states notaries will not compare the photocopy with the original. If that is the case, in the presence of the notary, you will write on the photocopy, "I swear this is a true copy", and sign your name.

The notary will assess your signature and the identification you provide. The notary will then sign and seal your photocopy attesting only to witnessing you sign the document and to your identity.

Mail to:

Thomas Edison State University, Office of the Registrar, 111 West State Street, Trenton, NJ 08608

SUBMISSION OF THIS FORM IS NOT A GUARANTEE OF CREDIT. By submitting this form along with your notarized documentation, you are requesting any University-assessed credit for the prior learning it represents be considered as part of your University academic program evaluation. For more information regarding the academic program evaluation, visit <http://www.tesu.edu/admissions/evaluation.cfm>.

¹ A list of Thomas Edison State University-Assessed credentials can be found at www.tesu.edu/apr.