



Cover Sheet for Student  
Submission of  
ACE recommended coursework  
when the organization does not  
utilize CREDLY

This form must be completed by the student and mailed or emailed along with any submissions of notarized documents related to ACE recommended credentials when the organization does not utilize Credly transcript service<sup>1</sup> (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:\* \_\_\_\_\_

Last 4 of Social Security #:\* \_\_\_\_\_ Today's Date:\* \_\_\_\_\_

I am submitting documentation for the following ACE reviewed Credentials because the organization does not provide transcripts through CREDLY. If the organization does issue transcripts through Credly these documents will not be accepted as a substitute and you will need to have a Credly transcript sent to TESU directly. (list only documents included in this current submission):\*

### Notary and Mailing Instructions:

Thomas Edison State University needs a notarized photocopy of the document mailed or emailed to the university so we can see the original seal and signature of the notary.

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

Email: [transcripts@tesu.edu](mailto:transcripts@tesu.edu)

**SUBMISSION OF THIS FORM IS NOT A GUARANTEE OF CREDIT.** By submitting this form along with your notarized documentation, you are requesting any ACE recommended credit 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>.

<sup>1</sup> If the organization you completed the coursework through issues Credly transcripts notarized documents will not be accepted as a substitution. You must have an official Credly transcript sent to TESU