

COLLEGE OF EASTERN IDAHO Early College Programs

(For office use only)
Pd. \$ _____

TECHNICAL COMPETENCY CREDIT REQUEST FORM

*** REQUIRED**

(PRINT or TYPE All Information CLEARLY, Using Ink Only)

*Full Name: _____
Last First Middle Other

*Address: _____
Number and Street City State Zip Code

*Phone: _____ Cell Phone: _____

*Social Security Number: _____ *Gender: _____ *Date of Birth: _____

Ethnicity	Hispanic <input type="checkbox"/> Non-Hispanic <input type="checkbox"/>
Race	White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/>

*High School: _____ *High School Grad Year: _____

CEI COURSES TO BE TRANSCRIPTED						
Date of HS course completion	CEI Course #	CEI Course Name	High School Grade	# of Credits	Total Cost for Course	Date credit eligibility expires before transcribing
					= \$	
					= \$	
					= \$	

Total \$ <small>(One Time Charge Only)</small>
--

Payment Options:
By Mail: Check or Money Order Payable to College of Eastern Idaho
In Person: Cash / Check / Credit Card / Money Order
Note: Please do not include Credit Card payments by mail
(No Fax or Email requests allowed)

(March 2016 State Board of Education policy: Credits are granted by the postsecondary institution for which the agreement is with and are transcribed at the time the student enrolls at the postsecondary institution)

I hereby request a copy of my College of Eastern Idaho transcript for my personal records.

Signature: _____ Date: _____

Please return to: (To protect private student information - No Fax or Email requests allowed)

**College of Eastern Idaho
 Attn: Tonya Tracy
 1600 S. 25th E.
 Idaho Falls, ID 83404**

(For office use only)

Date Transcript Request Received _____ Date Transcript Mailed _____

Date Money Received _____ Payment Type _____ Amount _____ POS# _____

Date to Registrar: _____ Date to Transcriptionist: _____

Checked CATEMA / Skillstack _____

Revised 11.29.18

Steps for Admissions

1. Complete and turn in the **APPLICATION FOR ADMISSION**.
2. Submit **TRANSCRIPTS** sent from last High School attended OR GED
 - **MUST** be an official copy in sealed envelope or sent electronically directly from your school.
3. Submit **TRANSCRIPTS** from **ALL Colleges** previously attended
 - **MUST** be an official copy in sealed envelope or sent electronically directly from your school.
4. Submit placement scores, i.e. **SAT / ACT** if taken within the last 5 years.
5. If there are no **SAT / ACT** scores or previous college credit that is applicable, we accept the **GAIN** placement test for English - \$15.00 and/or the **ALEKS** test for Math - \$25.00 paid in the cashier's office. CONTACT CEI TESTING CENTER to schedule an appointment to test — (208) 535-5438, Rm 20, John O. Sessions Mechanical Bldg.

GAIN test is offered:

Monday 1-8 pm
Friday 8 am-1 pm

REQUIRED AT TESTING:

- Copy of your receipt
- A valid Picture ID
- No calculator and no children

6. PROGRAM SPECIFIC TESTING

- Computer Literacy test is required for Computer Networking/CSEC/Web Development

For questions or to make an appointment with a **COUNSELOR**, call (208) 524-3000

- **Associate of Arts/Associate of Science (A.A. or A.S.)**
- Career Technical **Medical Programs**
- Career Technical **Non-Medical Programs**

* If you are **Undecided**, please contact Center for New Directions (208) 535-5363

To apply for **FINANCIAL AID** visit our website:

<http://cei.edu/financial-aid/financial-aid-explained/apply-for-financial-aid>

Financial Aid Priority Dates

- Fall Term: June 1
- Spring Term: November 1
- Summer Term: February 1