OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 North Lincoln Blvd, Rm 210 Oklahoma City, OK 73105-4599

APPLICATION FOR OKLAHOMA HIGH SCHOOL DIPLOMA

To apply for an Oklahoma High School Diploma, complete the top portion of this application and submit to the above address along with the following documents:

1. Official sealed transcript from an accredited Oklahoma college or university with 30 earned credit hours. Any person who has been admitted to any accredited college or university may be awarded a high school diploma by the State Department of Education within this state, provided that such person has successfully completed at least thirty (30) hours of college work at an accredited college or university. Title 70 O.S. § 24-116

OR

OSDE Approval:

Official transcript from an accredited <u>out of state college or university</u> with 30 earned credit hours with a sealed letter from an accredited Oklahoma college or university stating transferrable hours and proof of prior enrollment in an Oklahoma school.

Any person who has previously been an Oklahoma student and has earned at least thirty (30) hours of college credit at an accredited college or university may apply for a diploma under this section, regardless of whether the credits were earned at an institution located in Oklahoma. A former Oklahoma student applying for a diploma after earning credits from an accredited college or university outside Oklahoma must submit an official transcript showing credits earned, as well as documentation showing that the applicant was previously an Oklahoma student. OAC 210: 35-3-47

2. Government issued photo ID

| Name: First | | Middle | Last | |
|------------------------|-----------|--------------------------|-----------------------|--|
| Date of Birth: | | Country of Birth: | | |
| Home Address: | | | | |
| | Street | | Apartment Number | |
| | City | State | Zip Code | |
| Mailing Address: | | | | |
| (If different | Street | | Apartment Number | |
| than home | Cite | Citata | 7: 0-1- | |
| address) | City | State | Zip Code | |
| Home Phone: | | Cell Phone: | | |
| E-mail Address: _ | | | | |
| | | | | |
| Signature of Applicant | | Da | Date | |
| | | | | |
| TO BE O | COMPLETED | BY THE OKLAHOMA STATE DE | PARTMENT OF EDUCATION | |

Accreditation Division August 2018

Date: _

Application for Oklahoma High School Diploma Frequently Asked Questions:

Q: Is there a fee to process the application?

A: No. This is a free service.

Q: Do you accept "walk-in" applications?

A: Yes. You are welcome to visit the Accreditation Office (Rm 210) from 8:30 a.m.-3:30 p.m., Monday – Friday to submit your application.

Q: How long does it take to process an application?

A: We provide same day service to all walk-ins. If an application is received in the mail it will be processed and returned to you in approximately 1 week.

Q: Is my college accredited?

A: A list of accredited Oklahoma colleges and universities can be found on the website of the Oklahoma State Regents for Higher Education at www.okhighered.org.

Q: Will you accept an out-of-state college transcript?

A: If your college hours have been earned from an out-of-state institution, your transcript must be interpreted by an official from an accredited Oklahoma college or university (see link above for list). You will need to submit your official out-of-state transcript along with a letter from the Oklahoma institution that states the number of transferrable hours. (The letter must also be in a sealed envelope.)

Q: Will you accept a transcript that is not sealed?

A: No. An official sealed transcript is required.

Q: What if the name on my transcript does not match the name on my photo ID?

A: Legal documentation of name change will also need to be provided.

Q: What is the allowable proof of prior enrollment in an Oklahoma school?

A: A high school transcript, report card or verification letter on school letterhead.

Q: Who do I contact if I have additional questions?

A: Please contact the Accreditation Office at 405-521-3335.