



Application for College Credit Earned While in High School

Instructions: Please verify that the following requirements are met before completing this form. If any of the criteria are not met, please do not complete the remainder of the form as credit will not be awarded.

To be eligible for transfer credit, all of the following criteria must be met:

1. The course was not used to fulfill high school graduation credit;
2. The course was not part of a dual-credit or dual-enrollment program;
3. The course was not part of an early college program or any other program for high school students only;
4. The course was taught by a college faculty member from the college or university where the coursework was taken;
5. Course enrollment was open to undergraduate degree seeking students from the college/university where the course was taken.

Part I: Student And Course Information (To be completed by the student)

Student Name	NetID	ID# (7-digit) (if known)
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College/University where credit was earned

Course #	Course Title	Credit Hours
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Course #	Course Title	Credit Hours
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If additional space is needed, please complete an additional form.

By signing below, I certify that the course(s) listed meets the requirements outlined above.

Student Signature	Date
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Part II: High School Certification (To be completed by High School Guidance Counselor)

I certify that the course(s) listed above was not used to fulfill high school graduation requirements and was not part of a dual-credit or early college program (please leave blank if you cannot verify or if the course does not qualify).

Signature of School Official	Title
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High School	Date
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Part III: College/University Certification (To be completed by College/University Registrar's office where coursework was taken)

I certify that the course(s) listed above was not part of a dual-credit or early college program with this institution, was taught by a faculty member from this institution, and the course was open to enrollment for current degree-seeking students from this institution (please leave blank if you cannot verify or if the course does not qualify).

Signature of School Official	Title
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College/University	Date
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Please return the completed form to the Engineering Advising office at adv_eng_forms@cornell.edu.