MEMORANDUM

TO: **Prospective Student**

FROM: Office of Alternative Licensure Programs,
Advisement & Recruitment

RE: Licensure-only Admission

Thank you for your interest in North Carolina Central University-School of Education. The first step in the application process is to obtain a transcript evaluation for the area of your choice. Please make sure that the area in which you wish to be licensed in is listed on the application. Please make sure that you have included the necessary documents (listed below) along with the application. Please have all official transcripts sent to you and then send them to us with the application. Your application cannot be processed until we have received all of the information needed. We do not have an application deadline, but the evaluation process takes approximately 30 days from the date of receipt. When you begin the program will depend upon whether the transcript evaluation is complete before or during the registration period If you have any further questions, please feel free to contact me at (919) 530-7790 or soelicensure@nccu.edu.

- ☐ Official Transcript (You must have a completed bachelor degree to be accepted)
- ☐ Licensure-only Application
- ☐ $40 Application Fee (Check or Money Order)
- ☐ Transcript Evaluation Request Form
- ☐ International Transcript Evaluation (If applicable)
- ☐ A copy of your clear current NC license (Add-on Licensure Students only)

Please mail your documents to:
NCCU-School of Education
Alternative Licensure Programs
700 Cecil Street
Durham, NC 27707

*Incomplete Applications Will Be Returned.
Revised November 10, 2007

SCHOOL OF EDUCATION GRADUATE PROGRAMS: LICENSURE-ONLY STUDENT APPLICATION ($40.00 Fee)

TERM OF EXPECTED ENTRANCE: Year_____ **Fall____ Spring____ Summer I____ Summer II____**

HAVE YOU EVER BEEN A STUDENT AT NCCU? **Yes ____ No ____ If so, when?_____**

NAME_____ **SOCIAL SECURITY** _____-_____-_____

(Last, First, Middle/Maiden)

_____

Permanent Address (Street or Route) (City) (State) (Zip)

Daytime Phone Number_____ E-mail Address: _____

SEX: Female____ Male____ **MARITAL STATUS:** Single____ Married____ Other____

RACE ETHNIC GROUP:

African American (not of Hispanic origin) ____
Asian or Pacific Islander ____
Hispanic (Regardless of Race) ____
Native American/Alaskan ____
White (not of Hispanic origin) ____

MILITARY STATUS:

Veteran ____ Non-Veteran____ Active____

Are you applying for Military Benefits?
Yes____No____

DATE OF BIRTH: _____/_____/_____

RESIDENCE INFORMATION (Use Codes on Back)

State of legal residence _____. If legal resident of North Carolina, indicate the date of initial residence ___ /____/_____.
If foreign, indicate nationality _____. Last place of residence, if N.C. enter county code, otherwise enter state code or name of foreign country_____
Is your Parent, Guardian, or spouse currently on Active Duty with the Armed Forces or employed by the Federal Government?
Yes____ No____ If Parent, Guardian or Spouse is a Legal Resident of North Carolina, indicate the date of initial residence _____.

NEAREST RELATIVE:

_____

(Name/Relationship) (City/State/Zip) (Telephone)

Undergraduate degree earned at _____Year_____
(Name of University or College)

Are you currently teaching in North Carolina? Yes____ No____
If yes, list school?_____ Phone Number (__)_____

***I will be licensed by** NCCU_____ RALC (Regional Alternative Licensure Center) _____ NCDPI (Continuing) _____
Other University-Complete special student application through NCCU Undergraduate Admissions _____

***Please check below intended/licensure degree sought.** **Birth-Kindergarten Education____** **Elementary Education (Grades K-6) ____**

Middle Grades Education (Grades6-9)	Special Areas (K-12)	Add-on Licensure
Language Arts ____	Art Education ____	Academically and Intellectually Gifted (AIG) ____
Mathematics ____	Family and Consumer Sciences Education ____	English as a Second Language (ESL) ____
Science ____	Modern Foreign Language French ____	Reading ____
Social Studies ____	Modern Foreign Language Spanish ____	School Administration ____
Secondary Education (Grades 9-12)	Music Education ____	Special Ed.-Learning Disabilities* ____
English ____	Physical Education ____	Special Ed.-Behavioral-Emotional Disabilities* ____
Mathematics ____	Special Education ____	Special Ed.-Early Education & Literacy (B-K)* ____
Comprehensive Science ____	Theatre Arts Education ____	Special Ed.-Mental Disabilities* ____
Comprehensive Social Studies ____		Special Ed.-Visual Impairment** ____
		*For applicants who already have their master's degree in special education.
		**Students may add-on licensure without a master's degree.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

_____
(Signature) (Date)

Required Documents to be submitted with application for admission

NCCU Lateral Entry/Licensure Only Programs
Licensure-only Student Application ($40 Fee)
Transcript Evaluation Request Form
Official Transcript

RALC/NCDPI Affiliation
Licensure-only Student Application ($40 Fee)
Official Plan of Study from licensing agency

Add-On Licensure
Licensure-only Student Application ($40 Fee)
Transcript Evaluation Request Form
Official Transcript
NCDPI Current Clear License

APPLICATION RELATING TO CLAIMED NORTH CAROLINA RESIDENCE FOR TUITION PURPOSES

North Carolina Central University
Durham, North Carolina 27707

IF YOU CLAIM TO BE A NORTH CAROLINA LEGAL RESIDENT FOR TUITION PURPOSES, COMPLETE THIS APPLICATION

North Carolina law (G.S.116-143.1) requires that "to qualify for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes." The information requested on this form must be supplied by every applicant for admission or readmission to North Carolina Central University who claims to be eligible for the N.C. tuition rate. Complete the form and return it with your application for admission. This information is to be used only in connection with determination of your residence status and tuition purposes.

The law requires that every student admitted to the university (initially or after a lapse in enrollment) be classified for the term admitted as either a resident or nonresident for tuition purposes, prior to enrollment. To be classified as a resident for tuition purposes you must furnish such evidence as the university may require to enable it to make such classification. If you claim North Carolina residence, for tuition purposes, you must fill this application promptly. Unless you are notified to the contrary in writing your classification in the university is non-resident for tuition purposes for your proposed term of enrollment.

YOU MUST ANSWER ALL QUESTIONS ON THIS SHEET. PRINT OR TYPE YOUR RESPONSES. FOR ANY INAPPLICABLE QUESTIONS, WRITE N/A.

1. Full Name_____ Soc. Sec. No_____
   Last First Middle (Voluntary)
2. Age_____ Date of Birth_____ Place of Birth_____ Citizenship_____
3. Current Mailing Address_____
   Number Street City State Zip
4. If you are married: Spouse's Name_____ Date of Marriage _____
5. Father Living? Yes ____ No____ His Name _____
6. Mother Living? Yes ____ No ____ Her Name_____
7. If your parents are divorced, whose custody are/were you?_____
8. Name of court-appointed guardian (if applicable) _____
9. If you have a court-appointed legal guardian, where (place)? _____
10. Have you, or your spouse, or either of your parents been in active military service within the past two years?
    Yes ____ No____
11. Check each of the following you have ever done outside North Carolina: attended post-secondary school _____; worked _____
12. Secondary (high or preparatory) schools you attended in sequence (give school name, address [place & state], dates you attended):

School_____ Address_____Attended from _____ to _____
School_____ Address_____Attended from _____ to _____
School_____ Address_____Attended from _____ to _____

Application must be completed in its entirety or it will be returned for completion

13. Are you currently enrolled in college? Yes ____ No____ If yes, where_____
14. Give the permanent home address of each person listed below.

	Date Moved There?
Yours	
Spouse	
Father	
Mother	
Guardian	

Address (Street, City, State)

15. If you or your spouse had other N.C. addresses in the past 5 years, give the following information for those addresses:

Yours:		
Spouse:		

Address (Street, City, State) Lived there from (Date) To (Date)

16. Give the last address outside N.C. (Street, City, State) for each person listed below.

Yours		
Spouse		
Father		
Mother		
Guardian		

Address (Street, City, State) Lived there from (Date) To (Date)

17. Are you an Alien? Yes ___ No ___ Please list Visa #_____

18. Was a N.C. State Income Tax Filed? Yes ___ No ___ What year? _____

a. Filed state intangible tax return? Yes ___ No ___

b. Listed personal property for taxation? Yes ___ No ___

IF ADDITIONAL INFORMATION IS NEEDED. THE APPLICANT WILL BE NOTIFIED.

I hereby acknowledge that completion of item 1 (Social Security Number) is voluntary. It is requested by the institution solely for administrative convenience and record keeping accuracy, and is required only to provide a personal identifier for the internal records of the institution.

I hereby acknowledge that the institution may verify all the information I have set forth herein as true to the best of my knowledge, pursuant to my reasonable inquiry where needed.

I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may divulge the contents of this application only as permitted under the family educational Rights and Privacy Act of 1974 if I am, or have been in attendance at this institution.

_____ _____

Signature of Applicant Date

NORTH CAROLINA COUNTY CODES

001	Alamance	026	Cumberland	051	Johnston	076	Randolph
002	Alexander	027	Currituck	052	Jones	077	Richmond
003	Alleghany	028	Dare	053	Lee	078	Robeson
004	Anson	029	Davison	054	Lenoir	079	Rockingham
005	Ashe	030	Davie	055	Lincoln	080	Rowan
006	Avery	031	Duplin	056	Macon	081	Rutherford
007	Beaufort	032	Durham	057	Madison	082	Sampson
008	Bertie	033	Edgecombe	058	Martin	083	Scotland
009	Bladen	034	Forsyth	059	McDowell	084	Stanly
010	Brunswick	035	Franklin	060	Mecklenburg	085	Stokes
011	Buncombe	036	Gaston	061	Mitchell	086	Surrey
012	Burke	037	Gates	062	Montgomery	087	Swain
013	Cabarrus	038	Graham	063	Moore	088	Transylvania
014	Caldwell	039	Granville	064	Nash	089	Tyrrell
015	Camden	040	Greene	065	New Hanover	090	Union
016	Carteret	041	Guilford	066	Northampton	091	Vance
017	Caswell	042	Halifax	067	Onslow	092	Wake
018	Catawaba	043	Harnett	068	Orange	093	Warren
019	Chatham	044	Haywood	069	Pamlico	094	Washington
020	Cherokee	045	Henderson	070	Pasquotank	095	Watauga
021	Chowan	046	Hertford	071	Pender	096	Wayne
022	Clay	047	Hoke	072	Perquimans	097	Wilkes
023	Cleveland	048	Hyde	073	Person	098	Wilson
024	Columbus	049	Iredell	074	Pitt	099	Yadkin
025	Craven	050	Jackson	075	Polk	100	Yancey

SCHOOL OF EDUCATION
North Carolina Central University

Campus Safety Questions

Student Name: _____ **Social Security Number:** _____

You must answer all questions. Your "yes" answers to one or more of the following questions will not necessarily preclude your being admitted. However, your failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

For the purpose of the following six questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include alcohol or drug offenses whether or not they are traffic related.

1. Have you been convicted of a crime? ○ Yes ○ No
2. Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge? ○ Yes ○ No
3. Have you otherwise accepted responsibility for the commission of a crime? ○ Yes ○ No
4. Do you have any criminal charges pending against you? ○ Yes ○ No
5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? ○ Yes ○ No
6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? ○ Yes ○ No ○ Currently serving ○ Never served

If you answered "yes" to any of the six questions above, please explain the circumstances (if you need additional space, attach a separate sheet and include your name, social security number, and sign and date the sheet.

_____

_____

_____

_____

You must promptly notify the Associate Dean for Graduate Programs in the School of Education in writing of any criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action against you, or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

I affirm that all information supplied is complete and accurate. I understand my failure to provide complete, accurate, and truthful information on this application will be grounds to deny or withdraw my admission, or dismiss me after enrollment.

Signature: _____ **Date:** _____

North Carolina Central University
School of Education
Office of Alternative Licensure Programs
Transcript Evaluation Request Form

You must request a transcript evaluation along with other requirements listed below before being admitted into a licensure-only program unless you are receiving licensure through another university or alternative licensure agency. This evaluation serves to design an individual plan of study based on your licensure subject interest.

Name: _____**Daytime Phone:**_____

Mailing Address:_____
Street City State Zip

Email Address:_____

PLEASE PRINT CLEARLY

List all universities attended:_____

Licensure-Only Program Area Interest (Check only one)

_____**Birth-Kindergarten Education**

_____**Elementary Education (Grades K-6)**

Middle Grades Education (Grades6-9)
_____Language Arts
_____Mathematics
_____Science
_____Social Studies

Secondary Education (Grades 9-12)
_____English
_____Mathematics
_____Comprehensive Science
_____Comprehensive Social Studies

Special Areas (K-12)
_____Art Education
_____Family and Consumer Sciences Education
_____Modern Foreign Language-French
_____Modern Foreign Language-Spanish
_____Music Education
_____Physical Education
_____Special Education (K-12)
_____Theatre Arts Education

Add-on Licensure
_____Academically and Intellectually Gifted
_____English as a Second Language (ESL)
_____Reading
_____School Administration*
_____Special Ed.-Behavioral-Emotional Disabilities
_____Special Ed.-Early Education & Literacy (B-K)
_____Special Ed.-Learning Disabilities
_____Special Ed. –Mental Disabilities
_____Special Ed.-Visual Impairment

To apply to the Lateral-entry/Licensure-only program submit:
Transcript Evaluation Request Form
Licensure-only Application ($40 Fee)
Official Transcript

To apply to the Add-on licensure program submit:
Transcript Evaluation Request Form
Licensure-only Application ($40 Fee)
Official Transcript
NCDPI Current Clear License

***If you are applying to the School Administration Add-on Licensure program, you must also submit:**
Two Recommendation Forms
Internship Assurance Form

RETURN TO:
NCCU-School of Education
Office of Alternative Licensure Programs
712 Cecil Street
Durham, NC 27707

Additional information can be found at www.nccu.edu/soe or call the School of Education at (919) 530-7790.