1. Register and pay an $80 fee for an exam at the My Account Portal on CLEP website http://clep.collegeboard.org/register/exam. This registration provides you with a payment receipt and a TICKET ID. Once you have your TICKET ID, you are ready to schedule your test date with us.

2. Call Academic Services at Trumbull campus (330) 675-8802 to find the schedule, or download schedule from our website www.kent.edu/trumbull/clep-college-level-examination-program-testing.

3. Complete the following information and return this CLEP Registration Form to Academic Services at the address above. Enclose the check or money order made out to KSU for the registration fee of $35.00 per test. The registration fee is non-refundable and non-transferable. You may register for two exams total per testing date; each test requires a $35.00 fee.

4. Registration confirmation will be sent to your email address or mail upon completion of your registration. If you are a KSU student, official university business will be sent to your KSU email account.

5. Identification Required on Test Day: Test takers must present their CLEP TICKET ID and government issued ID (with both a photo and a signature) in order to be admitted for testing. The name on the CLEP TICKET ID must match the name on the government issued ID.

6. Capacity is limited and test dates are assigned on a first come, first served basis.

7. If you are repeating an exam, it must have been three months since your last attempt.

8. Please be aware that if you need to take the optional written essay portion of the exam, you must mail in your registration form at least one month in advance. The exams with optional essays include: American Literature, Analyzing and Interpreting Literature, English Literature, and The College Composition Modular. You must also send a $10 fee payable to CLEP with the registration form.

**PLEASE PRINT CLEARLY**

Name: ___________________________ KSU student: Yes / No

email: ___________________________ Local Phone (______) _________________

*If you are a KSU student, please use KSU email address.*

Local Address Street ___________________________

City: ___________________________ State: _______________ Zip: _______________

CLEP Exam Title: ___________________________

Test Dates (Please see test schedule) _________________ at _________________

Your TICKET ID: ___________________________ (See #1)

My signature indicates that I have consulted my Undergraduate Catalog and an Academic Advisor for information regarding the applicability of CLEP credit toward specific degree requirements. If I am a Kent State University student, I have read and understand the CLEP TESTING ELIGIBILITY REQUIREMENTS at www.kent.edu/advising/clep-college-level-examination-program.

Applicant’s Signature: ___________________________ Date: _______________