

How to Complete the Registration/Admission Form

Registration dates and deadlines are set by the individual test centers.
As you complete the form, pay special attention to the following items.

Social Security No.

Providing your social security number is optional. It will appear on your score report only if you have entered it on the appropriate screen on the day of the exam. If provided, it will be used for identification purposes only.

Test Dates

Test dates for BSC are located on the CLEP Fact Sheet. You must enter your first and second test date choice (month, day, and year.) A second date is needed in case there are any scheduling problems.

To take tests in different months, separate Registration/Admission Forms and separate fee payments must be submitted to the test center.

Military Personnel

Check this box if you are eligible for Military-Funded CLEP Exams.

Students with Disabilities

Check this box if you require testing accommodations. Be sure to contact your test center before the test date to make the necessary arrangements.

Arrangements must be made prior to the day of the exam.

Repeating Examinations

Examinations may be repeated six months or more after you last took it. Scores on tests repeated earlier than six months will be canceled and test fees forfeited.

Examinations

Check the box next to the appropriate title for the examination you wish to take. The student is responsible for registering for the correct exam. Some schools may require you to take an essay. If so, check the box and enter the title of the exam for which you will also take the essay section.

BSC allows only one examination per day.

Test Fees

Please note that there is an additional \$72.00 fee when a multiple-choice test and the related essay test are taken on different test dates.

Important: Test fees must be paid by **credit card** (preferred method of payment), or check or money order made payable to College-Level Examination Program (CLEP). Checks made payable to any other payee will not be accepted, and CLEP cannot be responsible for cash sent through the mail. Your check or money-order must be dated no more than three months earlier than the test date. There is a \$15.00 surcharge for a returned check.

In addition, BSC requires a \$15.00 nonrefundable service fee. **A separate check or money order** for the fee should be made out to BSC and attached to the Registration-Admission form.

Score Recipient

If you want your scores reported to a college, you must select a score recipient on the appropriate screen just prior to starting the exam. If you do not select a score recipient at that time, you will have to pay a \$20.00 transcript fee for this service at a later date. A code list is available from your local college or you can refer to the list in *CLEP Colleges*. If your college's code is not available, enter "9999" and the complete name and address of the institution (do not abbreviate).

If you wish to be the only recipient of your test scores, or if you have not decided to which college you want them sent, leave this item blank.

Admission Ticket

Print your name and the address to which you want your Admission Ticket mailed back confirming your test date. The Admission Ticket admits you to the test center. It may be used **only** by you and **only** at the test center where you are registered to take the examination. **You must also present a photo I.D.**

Mail your Registration/Admission Form directly to:
BSC, Attn Testing Services, PO Box 5587, Bismarck ND 58506

BSC CLEP REGISTRATION- ADMISSION FORM	Last Name (please print)		First Name	M.I.																																				
	Signature		E-Mail Address																																					
Social Security No.		Birth Date		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female																																				
Street Address		City, State, Zip																																						
Daytime Telephone		First Choice Test Date (month, day, year)		Second Choice Test Date (month, day, year)																																				
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<p>Examinations for which you are registering:</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Accounting, Financial</td> <td><input type="checkbox"/> English Literature *</td> <td><input type="checkbox"/> Mathematics, College</td> </tr> <tr> <td><input type="checkbox"/> Algebra, College</td> <td><input type="checkbox"/> French Language</td> <td><input type="checkbox"/> Microeconomics, Principles of</td> </tr> <tr> <td><input type="checkbox"/> American Government</td> <td><input type="checkbox"/> Freshman College Composition *</td> <td><input type="checkbox"/> Natural Sciences</td> </tr> <tr> <td><input type="checkbox"/> American Literature *</td> <td><input type="checkbox"/> German Language</td> <td><input type="checkbox"/> Pre-Calculus</td> </tr> <tr> <td><input type="checkbox"/> Analyzing and Interpreting Literature</td> <td><input type="checkbox"/> History of US I: Early Colonization to 1877</td> <td><input type="checkbox"/> Psychology, Introductory</td> </tr> <tr> <td><input type="checkbox"/> Biology</td> <td><input type="checkbox"/> History of US II: 1865 to the Present</td> <td><input type="checkbox"/> Social Sciences and History</td> </tr> <tr> <td><input type="checkbox"/> Business Law, Introductory</td> <td><input type="checkbox"/> Human Growth and Development</td> <td><input type="checkbox"/> Sociology, Introductory</td> </tr> <tr> <td><input type="checkbox"/> Calculus</td> <td><input type="checkbox"/> Humanities</td> <td><input type="checkbox"/> Spanish Language</td> </tr> <tr> <td><input type="checkbox"/> Chemistry</td> <td><input type="checkbox"/> Information Systems & Computer App.</td> <td><input type="checkbox"/> Western Civilization I: Ancient Near East to 1648</td> </tr> <tr> <td><input type="checkbox"/> Educational Psychology, Intro to</td> <td><input type="checkbox"/> Macroeconomics, Principles of</td> <td><input type="checkbox"/> Western Civilization II: 1648 to the Present</td> </tr> <tr> <td><input type="checkbox"/> English Composition</td> <td><input type="checkbox"/> Management, Principles of</td> <td></td> </tr> <tr> <td><input type="checkbox"/> English Composition with Essay</td> <td><input type="checkbox"/> Marketing, Principles of</td> <td></td> </tr> </table>					<input type="checkbox"/> Accounting, Financial	<input type="checkbox"/> English Literature *	<input type="checkbox"/> Mathematics, College	<input type="checkbox"/> Algebra, College	<input type="checkbox"/> French Language	<input type="checkbox"/> Microeconomics, Principles of	<input type="checkbox"/> American Government	<input type="checkbox"/> Freshman College Composition *	<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> American Literature *	<input type="checkbox"/> German Language	<input type="checkbox"/> Pre-Calculus	<input type="checkbox"/> Analyzing and Interpreting Literature	<input type="checkbox"/> History of US I: Early Colonization to 1877	<input type="checkbox"/> Psychology, Introductory	<input type="checkbox"/> Biology	<input type="checkbox"/> History of US II: 1865 to the Present	<input type="checkbox"/> Social Sciences and History	<input type="checkbox"/> Business Law, Introductory	<input type="checkbox"/> Human Growth and Development	<input type="checkbox"/> Sociology, Introductory	<input type="checkbox"/> Calculus	<input type="checkbox"/> Humanities	<input type="checkbox"/> Spanish Language	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Information Systems & Computer App.	<input type="checkbox"/> Western Civilization I: Ancient Near East to 1648	<input type="checkbox"/> Educational Psychology, Intro to	<input type="checkbox"/> Macroeconomics, Principles of	<input type="checkbox"/> Western Civilization II: 1648 to the Present	<input type="checkbox"/> English Composition	<input type="checkbox"/> Management, Principles of		<input type="checkbox"/> English Composition with Essay	<input type="checkbox"/> Marketing, Principles of	
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* Optional Essays are available for these examinations. Please check with your school to see if the optional essay is required.		* Essay sections for which you are registering: _____																																						
Repeating Exams <input type="checkbox"/> Check here if you are repeating any of these exams. Remember you must wait six months before repeating an examination.																																								
Fees (Do not send cash): A non refundable registration/transcript fee of \$15.00, payable to BSC , must be attached to the "registration-admission form" to secure your test date. Test appointments may not be changed by phone. To reschedule a test you must submit a new registration along with an additional non-refundable fee.																																								
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Registration/Transcript Fee paying by: <input type="checkbox"/> Check <input type="checkbox"/> Money Order		Exam fee paying by: <input type="checkbox"/> Credit Card (VISA, MasterCard, American Express) <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Military																																						

The application may be mailed to: BSC, Attn Testing Services, PO Box 5587, Bismarck ND 58506

CLEP TEST ADMISSION TICKET

Complete the questions below, do not detach. After validation by the test center administrator, this part of the form will be returned to you.

Signature: I accept the conditions regarding administration of tests and reporting of scores.		Social Security No.	Birth Date
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Institution receiving scores _____		
Your Mailing Address _____ _____ _____		<u>Items needed day of exam:</u> <input type="checkbox"/> Admission Ticket <input type="checkbox"/> \$72.00 payment payable to CLEP in the form of Credit Card, Check or Money Order. (NO CASH) <input type="checkbox"/> Photo I.D. (Military Personnel will also need their military ID) DO NOT bring food or drink, books, papers, beepers, calculators, or cell phones	
Office Use Only	Examination Registered for _____		
	Report at _____ Time _____ Date _____	Location Schafer Hall Building _____	205 Room No.
	Address 1500 Edwards Ave, Bismarck		
Signature of Test Center Administrator _____		Telephone Number 701-224-5658	