

COLLEGE CORRESPONDENCE APPLICATION PROCESS

1. Several colleges we routinely work with are listed in this booklet. Order a college catalog from each college you are interested in attending. These are free of charge and will include an Application for Admission. If you have difficulty receiving these catalogs, contact CSSD CTEC/College Department for assistance.

2. Complete an Application for Admission to the college/university of your choice, and include the information they are requesting.

- If you graduated from Granite State High School, you may ask the guidance department to send an official copy of your transcript if it is required. Transcripts are only official if they are submitted to the college directly from the school of record. The education department will not re-release transcripts from other school districts, even if they are on file.
- If you completed a GED or HiSET, you must request an official copy be sent to the college from the state where you took the exam (if you took it in NH or at NHSP, you will have to write to the NH Department of Education):

*New Hampshire Department of Education
101 Pleasant street
Concord NH 03301*

- Schools often ask for a letter of recommendation. NH DOC does not provide recommendations for college admission.

3. While waiting for admission to the college/university, you may enroll in a class. You must have prior approval from guidance to take the course. Failure to complete the appropriate forms will result in you not receiving your class materials.

Complete the following procedure for each course prior to registering for a class:

- Request a NH DOC-Correspondence Course Approval Application from CSSD CTEC/College Department.
- Complete the application and submit to CSSD CTEC/College Department.
- A copy of the application will be returned to you showing “approved” or “denied”.
- If approved, you may proceed to complete a course request form from the college/university, pay for the course, and request the materials.
- If denied, you do not qualify to receive course materials. Denials are usually due to mail restrictions for residents in higher security housing. If you have questions about your denial, send an Inmate Request Slip to CSSD CTEC/College Department.

4. All materials must have a paid invoice when they arrive at DOC. All incoming correspondence courses must have a paid invoice in accordance with the PPD 9.02.

- Allowed property for courses are books, study materials, and test request forms. It is your responsibility to notify the college of the restrictions on course materials in accordance with the PPD 9.02. CD’s, DVD’s, and Video Tapes are not allowed per policy . Access to the internet is not allowed at this time.
- Course Materials are processed upon arrival and will be forwarded directly to you.

5. Exams will be completed with an education department approved proctor. Exams sent directly to the student will not be proctored and may affect the use of the course/degree for earned time credit.

6. Students must provide verification of completion of each course to the CSSD CTEC/College Department to be kept on file.