

EVALUATION SERVICE REQUEST

PLEASE NOTE: This form cannot be processed without the requestor's signature and submission of appropriate documents and fee(s).

Complete this form and submit it to the Credentials & Graduate Admissions Office along with a copy of the "Store Front" receipt. Payment can be made at <https://commerce.cashnet.com/EDUCS?itemcode=EDUCS-OSTRX>.

Mail to: Maricela Ibarra, Credentials & Graduate Admissions Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928 **DO NOT EMAIL THE FORM.** Contact the Credentials Office at credentials.office@sonoma.edu with any questions.

Last Name:

Phone:

First Name:

E-mail Address:

Former Name(s):

Date of Birth:

Home Address:

SSN:

I am requesting the following Service (please mark box):

- SSU-Credential Verification for Out-of-State Verification \$25.00**
Description of Service: This service consists of obtaining an evaluation and verification signature on forms used to obtain credentials in other states (based on a credential earned at Sonoma State University).
- Subject Matter Authorization \$40.00**
Description of Service: This service consists of obtaining an evaluation of transcripts for an added subject matter authorization. If the evaluation is satisfactory, the applicant is then recommended for the subject matter authorization (will need \$25 processing fee). If not, the applicant is given a result of the evaluation in writing. This fee is waived for candidates who request a subject matter authorization with their initial application for a preliminary credential.

Signature

Date

OFFICE USE ONLY

Date Form/Payment Received:

By (initials): _____

Evaluation/Verification Completed on:

By: _____