OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 North Lincoln Blvd, Rm 210 Oklahoma City, OK 73105-4599

APPLICATION FOR HIGH SCHOOL DIPLOMA

To apply for an Oklahoma High School Diploma, complete the top portion of this application and submit to the above address along with the following documents:

- 1. Official transcript with 30 earned credit hours Sealed envelope from an accredited college or university registrar's office
- 2. Proof of residency Utility bill (gas, electric or water only) or apartment/house rental contract in your name
- 3. Proof of citizenship US birth certificate, US passport or naturalization certificate (Copies not accepted. Originals will be returned to you.)

(An Oklahoma Drivers License will not be accepted as proof of residency or citizenship.)

All items must be complete or the application will not be processed.

Name:					
First		Middle		Last	
Date of Birth:	Country of Birth:				
Home Address:					
	Street		Apartment Number		
	City		State	Zip Code	
Mailing Address:					
(If different	Street		Apartment Number		
than home					
address)	City		State	Zip Code	
Home Phone:		Cell	Phone:		
E-mail Address: _					
Signature of Applicant			Ī	Pate Pate	
T	O BE COMPLETED	BY THE OKLAHOMA	STATE DEPA	ARTMENT OF EDUCATION	
Proof of Residency	7. utility bill	rental agreement			
Proof of Citizensh	ip: birth certific	ate 🗆 passport 🗀 dat	te of naturaliz	zation	
OSDE Approval:			Date:		

School Personnel Records May 2014

Application for Oklahoma High School Diploma Frequently Asked Questions.

Q. My utility bill is not in my name. Can I still apply?

A: Yes. You will need to submit the bill along with a notarized statement from the account holder (person who's name the bill is in) stating that you reside at the address shown on the bill.

Q: Is there a fee to process the application?

A: No. This is a free service.

Q: Do you accept "walk-in" applications?

A: Yes. You are welcome to visit the School Personnel Office (Rm 210) from 8:30 a.m.-3:30 p.m., Monday – Friday to submit your application.

Q. How long does it take to process an application?

A: We provide same day service to all walk-ins. If an application is received in the mail it will be processed and returned to you in approximately 1-2 weeks.

Q: Can I use a Student Visa or Green Card as a proof of citizenship?

A: No. A US birth certificate, US passport or Naturalization certificate are the only acceptable documents to prove citizenship.

Q. Is my college accredited?

A: A list of accredited Oklahoma colleges and universities can be found on the website of the Oklahoma State Regents for Higher Education at www.okhighered.org.

Q. Will you accept an out-of-state college transcript?

A: If your college hours have been earned from an out-of-state institution, your transcript must be interpreted by an official from an accredited Oklahoma college or university (see link above for list). You will need to submit your official out-of-state transcript along with a letter from the Oklahoma institution that states the number of transferrable hours. (The letter must also be in a sealed envelope.)

Q: Who do I contact if I have additional questions?

A: Please contact Brad Barker at 405-521-3369.