

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
High School Equivalency (HSE) Office  
P.O. Box 7348  
Albany, New York 12224-0348  
(518) 474-5906

## Application for the New York State High School Equivalency Diploma Based on Out of State Testing

### 1. General Information

- Candidates must meet residency and age - eligibility requirements, as described in Section 2.
- GED® scores earned before 2002 cannot be combined with GED (2002-2013) or TASC (2014–present) scores for high school equivalency.
- The New York State Education Department does not accept or recognize GED® scores earned after December 31, 2013.
- Per the New York State GED® Grandfather Policy, eligible examinees who are now re-testing in New York State after 2013 may forward official transcripts of GED® scores earned between 2002-2013 as part of their Out-of-State applications.
- New York State residents who took the GED® tests in a federal incarceration program, or Job Corps facility located outside of New York, should contact their Education Supervisor for directions on how to obtain an official transcript of their GED® scores.

A non-refundable \$10.00 processing fee is required for all Attachment I applications, and application materials must be mailed to the High School Equivalency Office in Albany, New York. Applicants who meet all eligibility requirements must also submit an official score report of GED® or TASC™ scores. **Ask the state where you tested to forward an official copy of your GED® scores to us, or contact the TASC HelpDesk at (888) 282-0589 to request the Interstate Testing Request Form for TASC scores.** Qualified candidates will then receive an official High School Equivalency transcript from the New York State Education Department.

### 2. Eligibility Requirements

All candidates for the New York State High School Equivalency Diploma must have lived in New York State for at least one month, did not graduate from high school, and were not already awarded a High School Equivalency diploma in the state where they previously tested. In addition, on the day the high school equivalency diploma is awarded in New York State, a candidate must be:

a) 19 years of age or older

**or**

b) 17 or 18 years of age and either not regularly enrolled in a full-time high school program of instruction for at least one year or a member of a class that already graduated. (NOTE: Candidates who are 17 or 18 years of age must attach to their application a verification form (Attachment B) which states when the candidate left school or the date on which the candidate's class graduated. The letter must include the signature and title of an appropriate school official. Reproduced signatures are not acceptable.)

### 3. How to Apply for the New York State High School Equivalency Diploma Based on Out of State Testing

Candidates who meet all the eligibility requirements must follow the steps listed below:

- a) Complete all information on Attachment I on the following pages. If you are 17 or 18 years old, attach the required verification form from the high school you last attended.
- b) Attach a certified check or money order for \$10.00 to your application. The certified check/money order should be payable to NY State Education Department. Do NOT send cash or a personal check.
- c) Ask the state where you tested to forward an official copy of your GED® scores to us or contact the TASC HelpDesk at (888) 282-0589 to request the Interstate Testing Request Form for TASC scores.
- d) Mail the completed application and fee to:

NYS High School Equivalency Office.  
P. O BOX 7348,  
Albany, NY 12224-0348.

### 4. Requesting Additional NYS HSE Transcripts

After the diploma has been awarded, additional copies may be obtained by submitting a signed request to the address listed above. The request must include the name, date of birth, social security number, and signature of the person who received the diploma and the name and address of the person to whom the transcript will be mailed. A non-refundable fee of \$10.00 will be charged for each diploma requested.

# Attachment-I

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
High School Equivalency (HSE) Office  
P.O. Box 7348  
Albany, New York 12224-0348  
(518) 474-5906

## APPLICATION FOR THE HIGH SCHOOL EQUIVALENCY DIPLOMA BASED ON TESTING OUT OF NEW YORK STATE

**PLEASE PRINT CLEARLY IN BLUE INK**

1. Name (Last Name) First Name Middle Initial			2. Gender MALE FEMALE θ θ <input type="checkbox"/>		
3. Address (Street/P.O. Box)			Apartment Number		
4. City		State	Zip Code		
5. Social Security Number [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ]		6. Age	7. Date of Birth [ ][ ] / [ ][ ] / [ ][ ][ ][ ] Month Day Year		8. Telephone Number ( [ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ][ ] Area Code Number
9. Are you 19 years of age or older? <input type="checkbox"/> YES <input type="checkbox"/> NO  If "NO," you must document your eligibility by attaching to this application the verification form as described in Section 2(b) on previous page.					
10. Name of state in which you took the GED®/TASC™ tests			7. Date you took GED®/TASC™ tests [ ][ ] / [ ][ ] / [ ][ ][ ][ ] Month Day Year		
<p><i>I understand that I will not be awarded a New York State High School Equivalency Diploma unless I meet the eligibility requirements described on page one. I do hereby certify, subject to penalty for perjury, that the information given on this form and on any attachments is true to the best of my knowledge and belief.</i></p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>					
Attach a <b>Certified Bank Check</b> or a <b>Money Order</b> in the amount of \$10.00 made payable to:					
<b>THE NYS EDUCATION DEPARTMENT</b>					