

## THE NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

**Application for a New York State High School Equivalency Diploma**  
*Please type. This is a fillable form.*

**Complete Application and Mail to the NYSED HSE Office – address above –  
 or Email as a PDF Attachment to [HSETC@nysed.gov](mailto:HSETC@nysed.gov)**

**DIRECTIONS ON NEXT PAGE**

NEDP Agency Information		
NEDP Agency Name:	6-Digit Agency Code:	
Street Address:		
City:	State: NY	Zip:
NEDP Assessor:	NEDP Assessor's Phone Number:	
NEDP Assessor's Email Address:		

Applicant Information		
Have you ever taken the GED® test or the TASC™ in New York State? Y <input type="checkbox"/> N <input type="checkbox"/>		
CASAS Student ID: N	Date of Birth: (mm/dd/yyyy) ____/____/____	
Last Name:	First Name:	Middle Initial:
Street Address:	Apt.	City: Zip:
Social Security Number:	OR Other Gov't ID:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>

Applicant Signature and Certification
<p>I understand that my eligibility for a NYS HSE diploma through NEDP is, as follows:</p> <ul style="list-style-type: none"> <li>I am at least 18 years of age; and</li> <li>I have lived in New York State for at least 30 days; and</li> <li>I do not already possess a high school or HSE diploma recognized in the U.S.A.; and</li> <li>I certify that the information included with this application is complete and accurate to the best of my knowledge.</li> </ul> <p>Applicant Signature _____ Date ____/____/____  <span style="margin-left: 600px;">mm    dd    yyyy</span></p>

NEDP Approved Agency Signature	
NEDP Program Manager Signature:	NEDP Program Manager Name:
I certify that the NEDP client/applicant has met all eligibility requirements and has successfully demonstrated mastery of all NEDP competency areas.	Date ____/____/____ <span style="margin-left: 100px;">mm    dd    yyyy</span>

# The University of the State of New York

THE STATE EDUCATION DEPARTMENT  
High School Equivalency (HSE) Office  
89 Washington Avenue, EBA 460  
Albany, NY 12234  
518-474-5906

N APPLICATION

## **THE NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)** **Directions for Completing Application for a NYS HSE Diploma**

**General Information:** National External Diploma Program (NEDP) clients who meet all requirements of the NEDP must submit an **Attachment N**\*signed by their New York State (NYS) NEDP Approved Agency Program Manager. Once the completed **Attachment N** is received by the New York State Education Department (NYSED) High School Equivalency (HSE) Office, NEDP program completers will receive a NYS High School Equivalency Diploma.

**Eligibility Requirements:** All candidates for the NYS HSE Diploma through the NEDP must be at least 18 years of age, have lived in New York State for at least 30 days and must not have already earned a high school diploma or a NYS HSE Diploma.

**To Apply:** The NYS NEDP Approved Agency and the NEDP client who successfully completes the program and who meets all eligibility requirements must follow the steps listed below to obtain a NYS HSE Diploma. Complete all information on **Attachment N** (complete all fields and print legibly, if not completing form fields on the computer).

### **Agency Recommending Diploma and Transcript:**

- Enter the 6-Digit Agency Code as assigned by the Comprehensive Adult Student Assessment Systems (CASAS).
- Enter the official NYS NEDP Approved Agency name and address.
- Enter the Lead NEDP Contact Name, email address and phone numbers.

**Note:** The Lead NEDP Contact is not always the same individual as the Program Manager for the NYS NEDP Approved Agency.

### **Applicant Information/Program Completer:**

Enter your CASAS Student ID (begins with "N"). If unknown, ask the NEDP Agency.

Enter your legal name. Do not use nicknames, an alias, or abbreviated names. The legal name will appear on your NYS HSE diploma. Using names other than your legal name may result in delays and an inaccurate record being produced.

Enter your official mailing address. This is the address that will be used to mail your HSE diploma. Enter your Social Security number or another type of government ID.

### **Applicant Signature and Certification:**

Read, sign and date, using month, day, year format, and sign the Certification.

### **NEDP Approved Agency Signature:**

The NYS NEDP Approved Agency Program Manager signs the application and certifies that the NEDP client/applicant has demonstrated mastery of the required competency areas, necessary to complete the NEDP, as verified through *Portfolio Review Form* and the *Client Status Report*. Also provide phone, email and date, using month, day, and year format.

### **Additional Transcripts**

The first NYS HSE Diploma is provided at no cost. A nonrefundable fee of \$10.00 will be charged for each subsequent diploma requested, which may be obtained by submitting an [Application H](#).