**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>LAST/FAMILY NAME</th>
<th>ANDREWS ID# (select one):</th>
<th>GENDER</th>
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<td>Returning Student,</td>
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**APPROVALS**

**WORKING ON NAD TEACHER CERTIFICATION?**

**COMPLETING AN ANDREWS UNIVERSITY DEGREE?**

<table>
<thead>
<tr>
<th>CERTIFICATION REGISTRAR'S FULL NAME</th>
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**AVAILABLE EXAMINATIONS.** See andrews.edu/distance/courses for descriptions and syllabi.

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**TOTAL DUE:** Number of exams x $200 per exam = 

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**CONSORTIUM of Adventist Colleges & Universities**

**Challenge Exam Request Form**

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How does credit by exam work?

1. **Gain approval.** Certification registrar or academic advisor permission is required. Complete the approval section on this form.

2. **Request and take exam.** Complete the exam request. Payment by school, conference, union, personal check or credit/debit card must be included.
   a. **Review thoroughly.** Challenge exams assume extensive prior knowledge of the course content. A careful review of textbooks is highly recommended.
   b. **Schedule the exam within 30 days.** Teachers must arrange for an acceptable proctor. Don't register for an exam until you can commit to an exam date within 30 days. No extensions granted.
   c. **Take the exam.** There is one challenge exam per course. Exams are open online for 2.5 hours; they must be completed in one session on a computer with internet access. Bring only a photo ID to the exam (no other materials allowed).

3. **Pay the recording fee.** If you pass, your grade report will include information on how to pay the recording fee of $50 per credit, using the credit-by-exam application form. If you fail, plan to take the full course.

4. **Request your transcript.** Once your credit by exam application is processed, you may request a transcript at any time using the form at andrews.edu/services/registrar/forms/transcriptrequest.pdf.

Many other undergraduate college courses are offered through the Consortium of Adventist Colleges and Universities. More information is available at andrews.edu/distance/consortium.

### PAYMENT INFORMATION

U.S. dollars only. No stamps or CODs. No postdated checks. Please note that if you pay by check card or debit card, a hold for the estimated amount to be charged may temporarily be placed on your bank account. The amount temporarily held and the amount charged may overlap until your bank's temporary hold expires.

<table>
<thead>
<tr>
<th>AMOUNT INCLUDED</th>
<th>Name on card __________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee: □ Self</td>
<td>Billing Address ________________________________________</td>
</tr>
<tr>
<td>□ Employer/Union/Conference</td>
<td>City &amp; State/Province __________________________ Zip/Postal Code ________</td>
</tr>
<tr>
<td>□ Other</td>
<td>Country ______________________ Phone ____________________</td>
</tr>
</tbody>
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**PAYMENT METHOD**

- □ Money Order/Personal Check (payable to Andrews University)
- □ Cash (payable in person only)
- □ Credit or Debit/Check Card (Visa, MasterCard, Discover only)
  Complete cardholder section to the right

- In case of price miscalculation or price increase:
  - □ Charge the correct amount
  - □ Call me first if difference is greater than $50

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>Expiry Date (MM/YY)</th>
<th>Security Code</th>
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