



University of San Diego

Application for Credit by Examination (CLEP)

Student's Name: _____ Student's ID #: _____

CLEP Exam Title: _____ Testing Date: _____

Summary of CLEP Procedures

1. Request a copy of your score(s) be sent directly to the University Registrar, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2422. You may request an institutional copy of your test scores from: CLEP, P.O. Box 6600, Princeton, NJ 08541, (609) 771-7865, www.collegeboard.com//CLEP.
2. Bring a copy of your CLEP exam credit to the Torero Hub in UC 126. A processing fee of \$25.00 per unit for each accepted score must be paid at Torero Hub (check, cashier's check or money order only).
3. The Torero Hub will submit your CLEP results (College Level Examination Program) to the Transfer Analyst for review, evaluation and processing along with receipt of payment. Your units will be posted to your Degree Works audit within five working days once the *official* CLEP transcript is received.

- Notes:**
1. Approval and credit toward USD's graduation requirements is dependent upon the following conditions:
 - a. The examination does not duplicate a course for which credit has already been granted.
 - b. The examination is not more elementary than the course for which the credit has already been granted.
 2. CLEP exams and scores approved for credit by the Schools and Departments at the University of San Diego.
 3. Check the USD website for a list of approved subjects and scores:
http://www.sandiego.edu/cas/academics/approved_exam_credits.php.

Torero Hub	Date	Amount Paid	No. of units

For office use only:

Transfer Analyst Date Credits to be granted