



505 Ramapo Valley Road  
Mahwah, NJ 07430-1623  
[www.ramapo.edu](http://www.ramapo.edu)  
Phone 201-684-7300 Fax 201-684-7306

## CERTIFICATION CREDIT EVALUATION (CCE) REQUEST FORM

This form must be completed by the student and returned to the Office of Admission, Ramapo College of New Jersey along with any **notarized** relevant documents (e.g. professional licenses and/or certificates).

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ ID number: R00 \_\_\_\_\_

I am submitting the enclosed documentation for evaluation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Notary and Submission Instructions:**

Ramapo College requires a notarized copy of all documents with the original seal and signature of the notary. We cannot accept faxed or emailed copies. Requests without notarized supporting documentation will not be considered.

Notaries in some states will not compare the copy with the original. If this is the case, in the presence of the notary, you must write on the photocopy, "I swear this is a true copy", and sign your name. The notary will assess your signature and the identification you provide. The notary will then sign and seal your copy attesting only to witnessing that you signed the document and they confirmed your identity.

**Submit to: Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, NJ 07430, Attn: Office of Admissions**

**Submission of This Form Is Not A Guarantee of Course Equivalency Credit.** By submitting this form along with your notarized documentation, you are requesting that the learning it represents be considered for Ramapo College credit as part of your Ramapo academic program evaluation.