



## Institutional Certification Application Form for Out-of-State Institutions of Higher Education Solely Providing Distance Education to Virginia Residents

### I. General Information - *Must be typed. Handwritten forms will be returned.*

Institution Name:		Date of Submission:	
Address of Main Campus:			
City:	State:	ZIP Code:	County:
School Phone: (    )	School Fax: (    )		
Primary Contact Person:			
<i>First</i>	<i>Last</i>	<i>Title</i>	
Primary Contact Email Address:			

### II. Accreditation Information

*Out-of-State Institutions requesting certification must be fully accredited by an organization recognized by the U.S. Department of Education. Provide documentation to verify accreditation status.*

Name of Accrediting Body:	
Date of Initial Accreditation:	

### III. Ownership Information

Legal Name of Institution:			
Legal Name ( <i>corporate or other</i> ) of Institution Owners:			
Ownership Contact Person:		Email:	
Phone Number: (    )	Fax Number: (    )	Federal Tax ID #	-
<b>Type of Ownership - Check one</b>			
<input type="checkbox"/> Sole Proprietorship			<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation			<input type="checkbox"/> Limited Liability Corporation
<b>Provide documentation to verify type of ownership</b> <i>All schools must submit a document that provides proof of ownership information for their main location outside of the Commonwealth of Virginia, such as a list of stockholders.</i>			

<b>Type of Organization - Check applicable box(es)</b>	
<input type="checkbox"/> Public <input type="checkbox"/> Non-profit <input type="checkbox"/> Proprietary	
<b>Provide documentation to verify proprietary or nonprofit designation</b> <i>For proof of non-profit status, the school must submit a document from the IRS that states the school is tax exempt. This is usually a copy of the IRS letter confirming the entity's 501(c)(3) status.</i>  <i>For proof of proprietary status for incorporated schools and LLCs, a school must submit a document that indicates the school is a stock corporation, such as articles of incorporation, certificate of incorporation, or a copy of page from SCC that identifies the school as a stock corporation.</i>	
Date Out-of-State Institution was granted authorization to operate from state where main campus is located ( <i>Attach a copy of the state authorization document.</i> )	

<b>IV. Fees</b>
<i>A company check, certified bank check, or money order in the correct, non-refundable amount made payable to the <b>Treasurer of Virginia</b>, must accompany this application.</i>
Out-Of-State Institutions of Higher Education Solely Providing Distance Education : \$ 10,000.00 <input type="checkbox"/>

<b>V. Enrollment Data and Other Statistical Reporting</b>			
<b>A. Estimated Annual Enrollment:</b>			
<b>B. Credentials to be Offered:</b>			
<input type="checkbox"/>	Certificate	<input type="checkbox"/>	Diploma
<input type="checkbox"/>	Associate	<input type="checkbox"/>	Baccalaureate
<input type="checkbox"/>	Master's	<input type="checkbox"/>	Doctoral

<p><b>SCHEV Use Only:</b></p> <p>Date Received: _____ Date Processed: _____</p> <p>Processed By: _____</p> <p>Comments:</p>	
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