

# REQUEST TRANSCRIPT EVALUATION FOR SUBSEQUENT ENDORSEMENT OUTSIDE OF GRADE RANGE

NAME \_\_\_\_\_  
(Last) (First) (Middle)

Maiden or Prior Name \_\_\_\_\_ Date of birth \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Current Endorsements on License  
State \_\_\_\_\_ IEIN # \_\_\_\_\_

Teaching Experience (include grade level, subject area and number of years) \_\_\_\_\_

## Select subsequent endorsement

Early Childhood (B- grade 3)

Special (K-12 or P-21)  
Choose discipline

- Art
- French
- German
- Spanish
- LBSI
- Music
- Physical Education
- Library Information Specialist
- Visual Impairment

Secondary (6-12)  
Choose discipline

- Biology
- Chemistry
- Earth & Space Science
- Environmental Science
- Physics
- English
- Geography
- History
- Mathematics
- Political Science
- Psychology
- Sociology/ Anthropology

Along with this request, you must submit *official* transcripts from all institutions you have attended and a letter from a school administrator verifying teaching experience and success as an instructor. The payment for transcript evaluation is \$10.00 for NIU graduates or alumni and \$60.00 for all other candidates. Please include a check or money order payable to Northern Illinois University.

NOTE: This is not an application for admission to Northern Illinois University. You must submit a separate application to be considered for admission. Please see [www.niu.edu](http://www.niu.edu) for admission requirements and application.

**Send forms and payment to**

University Office of Educator  
Licensure and Preparation  
Northern Illinois University  
320 Williston Hall, DeKalb, IL 60115