



## DPSCS Correspondence Course Application

**Instructions:** Prior to applying for Correspondence Course study by mail with any US educational organization (college or university), all incarcerated individuals must complete the following application. The completed application must be submitted to the Managing Official or Designee. The Managing Official or Designee will submit the application to the DPSCS Director of Education who will review the request and return it to the Managing Official or Designee for final review and approval.

1. Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
2. DOC# \_\_\_\_\_ SID# \_\_\_\_\_
3. DPSCS Facility/Location: \_\_\_\_\_
4. College/University Name, Address & Phone Number: \_\_\_\_\_  
\_\_\_\_\_
5. List the Course Name and **ALL** Materials Needed:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
6. Funding/Payment Source: \_\_\_\_\_

**Approved**

**NOT Approved**

\_\_\_\_\_  
DPSCS Director of Education - Signature

\_\_\_\_\_  
Date

**Director's Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Approved**

**NOT Approved**

\_\_\_\_\_  
Managing Official or Designee - Signature

\_\_\_\_\_  
Date

**Managing Official or Designee Comments:**  
\_\_\_\_\_  
\_\_\_\_\_