

## CLEP Optional Essay Order Form

**IMPORTANT:** This form should be completed by a test center administrator **ONLY**.

The shipping information should be that of an institution, not a test-taker's personal address information.

- ◆ Print and complete this form to order optional essays for your test center. There is a **non-refundable \$10 fee per essay** to cover handling and processing.
- ◆ If you are paying by credit card, fax this form to CLEP Services at (610) 628-3726.
- ◆ If you are paying by check or money order (payable to CLEP) mail to: **CLEP Services, PO Box 6600, Princeton, NJ 08541-6600**. Allow a minimum of two weeks for delivery of essays after receipt of payment.

Institution Information				
CLEP Test Center Code Number	2	3	0	1
Institution Name	Hunter College - CUNY			
Primary TCA First Name	Sandra			
Primary TCA Last Name	Gedeon			
Institution Shipping Address	695 Park Avenue, Room 150 North			
Address (2 <sup>nd</sup> line)				
City	New York			
State	NY			
ZIP	10065			
Country	USA			
Phone	(212) 772-4868			
Fax	(212) 772-4893			
Email Address	testing@hunter.cuny.edu			
Essay Order Information				
Optional Essay Title	Quantity	Amount		
American Literature				
Analyzing and Interpreting Literature				
English Literature				
College Composition Modular				
<b>Total</b>				
Payment Information				
Credit Card Type (circle one)	Visa	MasterCard	American Express	Discover
Card Number:	_____			
Expiration Date:	____/____			
Name (as it appears on the card):	_____			
Signature:	_____			
The signatory above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.				