

Congratulations on deciding to take the Ohio GED test! More than seven of every 10 Ohioans who take the GED test receive an Ohio High School Equivalence diploma. Earning a GED can be a step to college, a job or a promotion. Carefully read the following information and then complete your GED application. Submit your completed application to the address on the next page.

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### Eligibility:

To take the Ohio GED test, you must be officially withdrawn from school and be 19 years of age or older. Exceptions to the age requirement may be granted if:

✓ **You are 18 years of age –**

Have the Superintendent (or designee) of the school district where you last attended (or the district where you live) complete and sign the GED Age Waiver Form. Attach it to your paper application or to the confirmation page from your online application.

–OR–

✓ **You are 18 years of age AND your class has graduated –**

Attach an Official School Transcript to your application or confirmation sheet to show that your class has graduated. If you have been sworn into active military service in one of the armed forces, attach a sworn statement to your application giving the date of the swearing-in ceremony. (Delayed entry candidates do not qualify.) Send by postal mail.

–OR–

✓ **You are at least 16 years of age, but less than 18 years of age –**

The Superintendent (or designee) of the school district where you last attended (or the district where you live) must complete and sign the GED Age Waiver Form. A parent, guardian or court official must sign the GED Parental Consent Form. Attach both forms to your paper application or to the confirmation page from your online application.

### Application fee (non-refundable):

You must submit a \$40 money order or business check with your completed application or pay online.

### Application expiration:

- Your application is valid for 120 days from the approval date. If you miss the 120-day deadline, you must submit a new application with a new \$40 money order or business check. Your application must also include a new Age Waiver and/or a new notarized Parental Consent Form if you are under the age of 19.
- Your \$40 money order or business check **will not be refunded** once your application has been entered.

**PLEASE NOTE: You will not receive a notice of your GED application status. It is available online or through your test center. In the event of failing scores, the entire application process must be repeated. The State GED Office accepts only original documentation; this means no faxes or copies of any forms, please.**

***You may apply either online or by using a paper application.***

**Online application:**

To apply online, you must have a valid Ohio Driver License or Identification Card, a Social Security Number, an e-mail address and a valid credit card. Your application may be approved in as little as 24 hours.

- Go to [www.education.ohio.gov](http://www.education.ohio.gov).
- Enter *GED Web Application Sign In* in the search box.
- Set up your “SAFE Account.”
- Complete your application.
- Print two copies of the confirmation page.
- If you are under 19 years old, the Superintendent can complete your Age Waiver Form online in most cases.
- You may use your SAFE account to check for approval, schedule a test date, re-apply or order transcripts.
- If your credit card payment is not authorized after your first attempt, please contact your bank.

– OR –

**Paper application:**

Processing your paper application may take up to 21 days or more, depending on the volume of mail received by the State GED Office. Applications are processed in the order they are received. You may complete and print a paper application online (see above), or you may obtain a paper application from a GED practice center or a GED test center. All centers are listed on the State GED Office Web page. Your practice center teacher can assist you with your application.

Complete the application online or on paper and submit it with the necessary forms and fee.

**GED Application Office  
Ohio Department of Education  
25 S. Front Street  
Columbus, Ohio 43215-4183  
877-644-6338  
[www.education.ohio.gov](http://www.education.ohio.gov)**

**IMPORTANT GED INFORMATION [KEEP THIS PAGE FOR YOUR RECORDS]**

	YES	NO
1. I have completed and had <u>notarized</u> a GED application (if submitting a paper application).	<input type="checkbox"/>	<input type="checkbox"/>
2. As of this date, I am 19 years or older.	<input type="checkbox"/>	<input type="checkbox"/>
• If NO, I had the superintendent complete and sign the age waiver section of the application packet.	<input type="checkbox"/>	<input type="checkbox"/>
3. I need accommodations when taking the GED or the official practice test (must have prior approval before scheduling a test date).	<input type="checkbox"/>	<input type="checkbox"/>
a. If YES, I have obtained the appropriate forms from the test site where I plan to test.	<input type="checkbox"/>	<input type="checkbox"/>
<b>–AND–</b>		
b. I had the Chief Examiner and a Certifying Professional (psychologist or treating physician) complete, sign and submit the appropriate forms.	<input type="checkbox"/>	<input type="checkbox"/>
4. I purchased a non-refundable \$40 money order, and:	<input type="checkbox"/>	<input type="checkbox"/>
• I have attached the money order stub in this box; and	<input type="checkbox"/>	<input type="checkbox"/>
• I sent my application and money order on _____ (insert date mailed); and		
<b>–OR–</b>		
• I paid online.		
• My Master Card/Visa confirmation number is _____ . (Credit card payments are accepted online only.)		
• My application should be approved or returned to me for corrections within seven to 10 business days of mailing. I have 120 days from the date of approval to complete my test.		
5. The phone number of the test site where I plan to test is (_____)_____ . (To find a testing site near you, go to the Ohio Department of Education’s home page at <a href="http://www.education.ohio.gov">www.education.ohio.gov</a> and enter <i>GED Testing Centers</i> in the search box.)		
6. I called the local GED test center and confirmed my application was approved on _____ 20____ .		
7. I have a seat reservation for _____ 20____ . If you need to reschedule or cancel your reservation, contact the test center prior to your scheduled test date. (Failure to cancel your reservation may result in a \$10 no-show fee.)		
8. I tested on _____ 20____ .		
9. I received my results on _____ 20____ .		

<p><b>Attach money order stub HERE</b></p>
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**NOTE:** It may take up to four weeks from the date of testing for scores to be received by first-class mail.