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# **OSHE Licensure Fee Memo**

**To:** New Jersey Office of the Secretary of Higher Education (OSHE)

Attn: Licensure Unit

1 John Fitch Plaza, 10th Floor

Trenton, NJ 08608

**Date**: Click or tap to enter a date.

**Subject:** OSHE Licensure Fees

The attached Check# Click or tap here to enter text. for the total amount of Click or tap here to enter text. is submitted to complete submission. The check is itemized below. If there are any questions or concerns, please contact our offices below.

## Contact information for submission

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Phone Number** | **Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Accounts Payable/Accounting Office Contact information

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Phone Number** | **Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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## Itemized Check Information

Please click on Licensure Check Information Sheet button to access the itemized check information sheet. Please complete all the items in yellow. The itemized check information sheet must be completed electronically, handwritten sheets will not be accepted. A quantity must be indicated for each line item. The *Institution Type* and *Enrollment Range* must match the fee type from the drop-down list. You must scroll through the drop list to view all fee options. Please view the sample document provided as a guide.

Once completed, *you will need to print the excel sheet and this memo and attach both to your check to be mailed.* All checks should be made out to Treasury, State of New Jersey.

All submissions are considered incomplete until the appropriate fee(s) has been received. Fee submissions must be sent by next-day carrier with the completed Licensure Fee Memo template and itemized check information sheet attached.

Should you have any questions, please contact us at licensure.highereducation@oshe.nj.gov.