### Section A: Student Information (to be completed by student):

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name (as it appears on your EIU records):</td>
<td></td>
</tr>
<tr>
<td>E Number:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>I am applying to take the Business Computer Concepts and Skills Exam. I understand the fee to take the exam is nonrefundable.</td>
<td></td>
</tr>
</tbody>
</table>

- **Student Signature:**  
- **Date:**

### Section B: To be completed by the School of Business

- **Student Requests (check one):**
  - [ ] Proficiency Examination
  - [ ] Competency Examination

- **Students requesting the proficiency examination must complete the Undergraduate Credit by Proficiency form at the Registrar’s office and submit with this application to the BUS1950 Coordinator (form available from Registrar’s Office, Old Main room 1220).**

- **[ ] Student is eligible to take exam**

- **Signature of the Associate Chair**

- **Date:**

### Section C: To be completed by the BUS 1950 Coordinator:

- **Examination date and time completed:**

  - **Date:**
  - **Time:**

- **Results of Examination:**
  - Concepts Examination Score ____________
  - Skills Examination Score ____________

- **Student _____ passed _____ failed Examination**

- **Signature of BUS 1950 Coordinator**

- **Date:**

- **[ ] Notice sent to Registrar (Proficiency Only)**
- **[ ] Notice sent to Advisor**
- **[ ] Notice sent to Certification Officer**