

OCLETA Application Instructions

The application and personal history statement are form fillable so you can fill them out on your computer, save them, and submit them by email or via Complio. Be sure to fill out all sections on both packets. If it does not apply to you, please put N/A.

Below is a list of items you will need to turn in with your application and personal history statement:

- Application Packet
- Personal History Statement
- Copy of Birth Certificate
- Copy of Driver's License
- Copy of Unofficial High School Transcripts or High School Equivalency Transcripts
- TSI Scores (College readiness entrance test). Call the testing center at 432.335.6620 or schedule an appointment online. <https://www.odessa.edu/current-students/testing/>
 - NOTE: Exempt if you have an associate's degree or have successfully completed 15 college credit hours.
 - SAT, ACT, and similar assessment exam scores will be considered.
- Copy of any Unofficial College Transcripts (Even if you did not complete the program)
- Copy of DD-214 Form (If you have previous military experience)
- Year Driving History Record (Type2)
 - <https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager>
- Copy of fingerprinting receipt from Identogo
 - NOTE: The results are only good for six months.

Here is the information to set up the fingerprint appointment online:

LE 210005

Service Code: 11G4J8

<https://uenroll.identogo.com/>

Questions? Please contact us! If you do not receive a response within 2 business days, please email us again. Our spam filter is aggressive.

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