**Example of a Letter of Intent to Apply for Candidacy for Accreditation Council for Space Education (ACSE) Program or Certificate Accreditation**

***This Letter Must be Submitted on Official Letterhead from the Institution. Submission can be by original or scanned copy.***

[Date]

Dr. Kathryn Thornton

Chief Accreditation Officer

Accreditation Council for Space Education

[address]

[city, state, zip]

Dear Dr. Thornton,

This letter is to notify you that, as a member in good standing of ACSE, our institution is applying for Candidacy Status with ACSE for the degree program(s) listed below offered at our main campus and/or one or more of our branch campuses.

For Degree Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The required Application for Candidacy Status is enclosed.

We certify by signature that:

1. Our institution currently holds U.S. institutional accreditation through [accreditor name].

(or)

2. We do not have U.S. institutional accreditation.

1. We have legal authority to confer higher education degrees and we are providing documentation issued by the appropriate government agency. We are providing a copy of the government document(s) and a certified English translation.

[ ]  Yes - Skip question 3.

[ ]  Does not apply to our institution - Respond to question 3.

1. For institutions in countries in which legal authority to award degrees is not available, you must provide evidence that you have good standing and significant support in the local community or other community of interest by providing documentation from well-known professional organizations and/or other respected entities that support the institution.

[ ]  Yes - Documentation is provided with this application.

3. Our institution has offered the [Degree] for at least two years.

4. The program(s) seeking accreditation has graduated at least [number] students over the past [number] years.

5. Our institution has a publicly stated mission appropriate to a college or university and the mission has been approved by the institution’s governing body (e.g. Regents, Trustees, etc.).

6. Our institution has reviewed ACSE’s accreditation standards and criteria and is desirous of meeting those standards.

7. Our institution is enclosing or has previously provided payment in the amount of $1,950 for the application fee.

8. Upon receiving candidacy status, we understand that our institution will reimburse ACSE for the expenses incurred by the mentor in the preparatory process, and expenses incurred by the site visitor for travel and expenses related to an on-site visit to the institution. We understand that this will be done with our prior approval of the budgeted amount.

It is understood that our institution will comply with the information contained in the "*ACSE Accreditation Handbook"*.

Sincerely,

[signature required]

[typed name of President, Chancellor, Executive Director, Rector or Equivalent]

[title]

cc: [designated individual]

Enclosures