

SARA Application Process for Pennsylvania Degree-Granting Institutions

- The institution should obtain the application form and the Pennsylvania supplement from the [website](#).
- The institution should obtain and review the current SARA agreement and standards and requirements from the [NC-SARA website](#).
- The institution completes the application and submits it to the SARA office in the Pennsylvania Department of Education (PDE) with the appropriate state fee made out to the Pennsylvania Department of Revenue.

Applications should be mailed to:

SARA Office
Bureau of Postsecondary and Adult Education
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126

- PDE staff will review the application and communicate with the institution regarding any questions or additional documentation required.
- If the application is not accepted, PDE staff will provide written notice with reasons. Rejection can be appealed to SREB, which will review to confirm that the state followed SARA procedure.
- If the application can be accepted, PDE will notify NC-SARA by entering the institution information in the NC-SARA salesforce system.
- The institution makes electronic payment of fee to NC-SARA.
- NC-SARA notifies the institution and lists the institution as a SARA participant.
- Institution submits annual renewal application and fee to PDE.