

Verification of
• HIGH SCHOOL COMPLETION or EQUIVALENCY •
Instructions

Financial Aid & Scholarships

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The U.S. Department of Education is requiring that your (the student's) High School Completion or Equivalent status must be verified. Before your eligibility for Federal financial aid can be determined, please provide one of the following documents to the MSU Billings Financial Aid Office:

- A copy of the student's high school diploma;
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded;
- A copy of the student's General Educational Development (GED) certificate or GED transcript;
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree;
- If state law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential;
- If state law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If you have any questions regarding this information or if you are unable to get one of these documents, please contact the MSU Billings Financial Aid Office.

Below are some helpful tips on obtaining proof of high school completion documentation:

- ✓ Contact your high school to request the copy of your High School Diploma Certificate or Transcript.
- ✓ Contact the [Board of Education of your state](http://www2.ed.gov/about/contacts/state/index.html). (<http://www2.ed.gov/about/contacts/state/index.html>) to request for your secondary student's records (High school Diploma/Transcript/GED/HiSET Certification).
- ✓ To request a transcript of your Montana HiSet/GED visit:
<http://opi.mt.gov/Families-Students/Student-Resources/GED-HiSET-High-School-Options-Program>
 - Students who completed their high school equivalency test outside of Montana should determine if a similar transcript request process exists within that state.
- ✓ Obtain a copy from another school or agency that you provided previously, if applicable.
- ✓ You may use a [High School Records & Secured Third -party Online Paid Service](https://needmytranscript.com/) online service to request a high school transcript for 50 states, <https://needmytranscript.com/>
- ✓ Or all other states, Canada, and international, you may use a Third-party GED e-transcripts exchange service transcript at <http://www.gedtestingservice.com/testers/gedrequest-a-transcript>.

NOTE: *Our school is not affiliated with any of the agencies or third-party service providers; therefore, our school is not responsible for business operations and activities that are being conducted by them. It is completely individual's choice using these or any other services and he/she is responsible establishing and maintaining business relationship with the choice of his/her service provider or agency.*