

2016-2017

Instructions for High School Completion

You have been selected for a process called “Verification”. In this process we are required to verify your completion of High School. In order to verify your receipt of a High School Diploma or its equivalent, you must provide proof that you have received one of the following High School Completion documents directly to The Helena College, Admissions Office:

Helena College
Admissions Office
1115 N Roberts
Helena, MT 59601

Acceptable forms of documentation:

A. **High School Credentials:**

1. Submitting your official High School transcript to the Admissions office. (In a sealed envelope directly from the High School.)

B. **Recognized Equivalent of a High School Diploma:**

1. Submitting you General Educational Development (GED) Certificate.
2. A state certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma.

C. **Homeschool:**

1. A transcript of the equivalent signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school education.
2. Secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) provided for under State law.

RETURN DOCUMENTATION TO: FINANCIAL AID OFFICE, Helena College, 1115 N. Roberts Street, Helena, MT 59601, FinancialAid@umhelena.edu, or fax to: 406-447-6397.