

**HIGH SCHOOL COMPLETION VERIFICATION**

The federal FAFSA Processor, CPS, has selected you for verification of completion of high school. If you have not yet graduated from high school or received a GED certificate, then you cannot satisfy this request until you do so. This item will remain on your list of “missing requirements” until such time as you can provide the requested documentation. The Financial Aid Office will continue to send you reminders until you are able to provide the requested documentation, so please provide it as soon as you can. Your financial aid will not apply to your billing account until you have satisfied this requirement.

Please provide **one** of the forms of documentation from the list below:

- **\*\*An official transcript from your High School that reflects the date that you completed your secondary school education. (PREFERRED)**
- Generalized Educational Development (GED) Certificate
- High School Diploma
- A Home-school Transcript or equivalent

You may mail, FAX, or provide a copy of your diploma or GED to one of the addresses or FAX numbers below.

Official Transcripts must be sent directly from your High School to Ferris State University. Transcripts that are sent to us by students are not acceptable, even if they are stamped “official”. Please request that your High School Registrar’s Office or guidance counselor send an official transcript to Ferris State University as soon as you have graduated.

If you are unable to provide any of the documentation requested above due to permanent school closure or other unusual circumstance, then please contact the Financial Aid Office at 231 591-2110 for further instructions.

\*\* Please note that if the Ferris State University Admissions Office has requested an official high school transcript from you, that an **official high school transcript** will satisfy the requirement for both the Financial Aid and Admissions Offices.

**IT IS NOT NECESSARY TO SUBMIT THIS FORM TO THE FINANCIAL AID OFFICE.**