**High School Completion Acceptable Documentation**

The U.S. Department of Education requires Sinclair to confirm you have received a high school diploma or its equivalent before awarding federal financial aid. **See below for acceptable documents that may be submitted to confirm high school completion. If you have already submitted proof of high school completion to another Sinclair department, you must also submit the documentation to the Financial Aid & Scholarships office.**

|  |  |
| --- | --- |
| **Qualifying Credentials** | **Acceptable Documentation** |
| **High School Diploma** | * A copy of the high school diploma with high school name and graduation date * A copy of the final official high school transcript that includes the graduation date * If one of the above documents are not available, a copy of the Member-4 DD Form 214 Certificate of Release or Discharge from Active Duty indicating the student earned a high school diploma or equivalent |
| **Homeschool Completion** | * A copy of a secondary school completion credential for homeschooled students, **if state law requires the credential** * A transcript or letter that includes the high school courses completed, the graduation date, the parent or guardian signature, **if state law does not require a secondary school completion credential for homeschool** |
| **GED Certificate** | * A copy of the General Educational Development (GED) certificate * A copy of the official GED transcript indicating the student passed the exam * A copy of a state-authorized high school equivalent certificate |
| **Associate’s Degree** | * 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 at a federal aid eligible institution. |
| **Note: If you received a high school credential from outside of the U.S.,** refer to the Foreign High School Evaluation Form to review the policy and documentation requirements. | |

Review Process

The Financial Aid and Scholarships office may request additional documentation if further clarification is required. Allow 7-10 business days for initial review after all requested documents have been submitted. All financial aid communication will be sent to your Sinclair student email account***.***

\*\*\*Submit documents using **Secure Document Upload** at *my.sinclair.edu*\*\*\*