AMERICAN UNIVERSITY

<u>Verification of High School Completion Status</u>

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called ***verification*** in which the AU Financial Aid Office is required to verify that you have completed high school or its equivalent. To complete this process, please provide **<u>one</u>** of the following documents to confirm your high school completion status.

- A copy of your high school diploma.

- If you completed secondary education in a foreign country, a copy of your "secondary school leaving certificate" or other similar document.

- A copy of your final official high school transcript that shows the date when the diploma was awarded.

- Your state certificate or transcript received after you passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).

- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

- If you were homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

- If you were homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by your parent or guardian, that lists the secondary school courses you completed and includes a statement that you successfully completed a secondary school education in a homeschool setting.

If you are unable to obtain the documentation listed above, you must contact the financial aid office at 202-885-6500 or via email at facounselor@american.edu.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email facounselor@american.edu.

AMERICAN UNIVERSITY

How to Securely Submit Verification Documents
to the Financial Aid Office

Option 1 (Preferred)

Current students can submit documents electronically by following these steps:

1. Open a browser to the webpage **go.american.edu/verification**
2. Enter your (student's) full AU email address* Ex: **student@american.edu**
3. Enter your (student's) AU portal password.
4. Complete the form
    a. Select the specific documents you are submitting
    b. To attach the form, click on the attachment icon in the lower right of the form
    c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

Prospective students applying for admission can submit documents using Option #2 or Option #3 below.

Option #2

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the students name and AU ID# on all documents.

Option 3

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the students name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email facounselor@american.edu.