



INSTRUCTIONS FOR THE VERIFICATION OF HIGH SCHOOL COMPLETION OR ITS EQUIVALENT

Students required to provide proof of their high school completion by the Department of Education must obtain and provide to the Office of Financial Aid one of the following documents:

- ☐ A copy (official or unofficial) of the student's high school diploma.
- ☐ A copy of the student's final **official** high school transcript showing the date of graduation.
- ☐ A copy of the student's General Educational Development (GED) certificate or transcript.
- ☐ An academic transcript indicating the successful completion of a 2 year program acceptable for full credit towards a bachelor's degree.
- ☐ For homeschooled students, a secondary school completion credential in the form of a transcript signed by a parent or guardian. This document must list the secondary school courses that the student completed and that the student successfully completed a secondary school education in a home school setting, according to state requirements.

NOTE: Documents submitted to the Office of Financial Aid will not be returned.

Documents can be submitted via email to financialaid@ben.edu; faxed to 630-829-6101; or uploaded to the Financial Aid dropbox located on our [website](#).