



# International High School Graduation Verification Request Form

## Instructions

1. Collect all of your official, original (paper/hard-copy) high school or (upper) secondary school credentials; if you continued your studies beyond high school, you may submit your official tertiary school credentials instead.
  - o Credentials may include, **but are not limited to**, academic transcripts, graduation diplomas and/or certificates, completion diplomas and/or certificates, and national examination diplomas and/or certificates.
    - Examination Results Slips are not credentials and are not accepted.
2. Complete this form in its entirety.
3. Attach your official, original (paper/hard-copy) credentials – in the native language **AND** accompanied by an official English translation – to this completed form.
4. Submit this form and your credentials either **in-person** or via snail mail to the Admissions Office.
  - o Graduation verification requests can **NOT** be submitted digitally/electronically and will **NOT** be accepted.

Legal Name: \_\_\_\_\_  
First/Given Name(s) Last/Surname(s)

Student ID#: \_\_\_\_\_ Country where you completed school: \_\_\_\_\_

- I understand that international high school graduation verifications are not provided on a 'walk-in' basis, and, under normal circumstances, it may take up to 5 **business** days to process my request.
- I understand that I will receive an email, **sent to my KCKCC Student Email**, when my credential equivalency has been determined and my official credentials are available for me to pick-up at the Admissions Office.
- I understand that if my official credentials are not issued in English, I must submit the official native language credentials **AND** an accompanying official English translation.
- I understand that if I submit my request without all required official credentials – in the native language and accompanied by an official English translation – my request is incomplete and cannot be reviewed.
- I understand that this is **NOT** a transfer credit evaluation, and that KCKCC does **NOT** perform transfer credit evaluations.
- I understand that for definitions and specifications related to my request I should refer directly to Kansas City Kansas Community College's *International High School Graduation Verification* policy.
- I understand that submission of altered, falsified, or fraudulent credentials and/or translations will subject me to admission revocation or academic dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

### FOR OFFICE USE ONLY

Admissions Front Desk: Received Stamp

International Evaluator: Processed Stamp

Request complete?  Yes  No

If **NO**, date *incomplete* request received by international evaluator: \_\_\_\_\_

DD MONTH YYYY

Date request *completed*: \_\_\_\_\_

DD MONTH YYYY

Equivalent, at least, to U.S. high school graduation?  Yes  No

"Pick-up" email sent: \_\_\_\_\_

DD MONTH YYYY