

## **THE NEW YORK SEMINARY**

### **VERIFICATION OF HIGH SCHOOL DOCUMENTATION**

Completion of a legitimate high school program is a pre-requisite for admission as a regular student to The New York Seminary and for eligibility for federal financial aid.

To comply with these requirements The New York Seminary staff review the students' high school documentation on file (generally a transcript or diploma) to determine its legitimacy.

The review checks if the information is complete and clearly documents high school graduation from a legitimate high school. Specific focus is placed on the name on address of the high school to ensure that the entity issuing the documentation is not a bogus institution or an entity that charges a fee for the issuance of the diploma while requiring the student to perform little or no work.

The New York Seminary utilizes the following procedure to verify the high school information:

1. Is the high school well known to The New York Seminary staff as a legitimate institution? (Faculty and staff are familiar with the majority of high schools that students who apply to The New York Seminary have attended). If yes, high school is verified and so documented on a student checklist.
2. If the high school is unfamiliar, the name of the high school is checked against established and reliable national high school directories to see if school is listed. If yes, high school is verified and so documented on a student checklist.
3. If the high school does not appear in any established national directories, the high school is contacted directly and information about the school's high school curriculum, programs, faculty, officials and graduation requirements is gathered. A professional and informed determination is then made as to whether the high school information received appears legitimate and consistent with generally acceptable high school standards. If yes, the school is verified and so documented on a student checklist.

4. If the high school cannot meet any of the criteria listed above, the high school is not verified and cannot be used to satisfy the requirement of successful high school completion.