



Haskell Indian Nations University
Office of Admissions
Policies and Procedures

CHECK LIST

1. Application Processing Fee

_____ Did you enclose the \$10.00 application fee? Methods to pay are as follows:

- You can enclose a money order or cashier's check. No personal checks are accepted.
- You can pay on-line (see bottom of home page for link to "pay online." If you do choose to pay on-line, you must have a valid credit card or debit card and you should note in the "comments" section that you are paying an application fee.
- You can pay in-person at the Business Office window on campus (Navarre Hall).

2. NEW/ TRANSFER Application form

In order for an application to be considered for acceptance, the following must be submitted by the respective semester enrollment deadline:

Completed application form

- _____ Did you write clearly and legibly?
- _____ Did you fill in all blanks on the application?
- _____ Did you make sure to indicate if you were known by other names if applicable?
- _____ Did you sign and date the form?

3. RE-ADMISSION/REINSTATEMENT Application form

Completed application form

- _____ Did you write clearly and legibly?
- _____ Did you fill in all blanks on the application?
- _____ Did you make sure to indicate if you were known by other names if applicable?
- _____ Did you sign and date the form?
- _____ Did you indicate what year you last attended Haskell Indian Nations University or indicate you attended another school and made sure to add the name the school?
- _____ If academically suspended, did you answer the questions on the bottom of the application by attaching an essay?

4. Official copy(s) of college/university transcript(s)

_____ Did you contact the college/university you attended and make arrangements for the school to mail an official transcript to Haskell? Official documents should be identified as official.

_____ Did you make sure to include all colleges/universities attended?

_____ Did you make sure the transcript being forwarded includes all current grades?

5. Official copy of high school or GED transcript(s)

_____ Did you contact the high school you attended and make arrangements for the school to mail an official transcript to Haskell? Official documents have an embossed seal along with an original signature.

_____ Did you enclose a sealed envelope with your official transcript? If the school issues the student an official transcript; they should enclose this document in a sealed envelope which you will be responsible for delivering to Haskell. Do not open sealed envelopes with official documents.

_____ If still in high school, did you submit a 7th semester transcript? If you have not graduated from high school, you will be required to submit a "7th semester" transcript that will show your progress to date.

Important: Please make sure you request an official 8 semester transcript upon graduation indicating your full graduation date, grade point average, and student ranking. Your admission is not final and could be rescinded if this is not completed.

_____ If applicable, did you submit a GED transcript? If you do not have a high school transcript and are submitting a General Education Development (GED) document, please make sure this document is an official transcript and shows your test scores.

6. ACT/SAT test scores (Haskell's school codes are; ACT-1415, SAT-0919)

_____ Did you take the test? If not, all students under the age of 21 are required to take this test before entry into the university. You need to schedule this as soon as possible. If you take the test after the application deadline, your application will not be considered for that term.

_____ Did you indicate on your test documents that you wanted test scores forwarded to Haskell Indian Nations University?

Important: Only official ACT documents will be acceptable. No faxed or copied documents will be accepted.

7. Entrance Essay

What is your commitment and goals for your education?

How can Haskell Help you to achieve these goals?

_____ Did you answer the essay questions in a concise and complete manner?

_____ Did you type the essay?

_____ Did you meet the 350-500 word requirement?

_____ Did you check for spelling and grammar?

_____ Did you sign and date the essay? In order to verify this is your work, it is important to make sure you sign and date this document.

8. Certification of Tribal Enrollment [federally recognized tribes eligible for educational benefits]

_____ Did you include a copy of your tribal enrollment card showing your enrollment number?

_____ Some tribes have two cards issued to their members. If blood quantum and enrollment information is not listed on your tribal card; did you submit a copy of your CDIB (Certificate of Indian Blood)?

_____ If you do not have a tribal enrollment verification card, did you include a letter from the tribe confirming your identity, your blood quantum and your enrollment number?

_____ If you are claiming eligibility through a descendant, you need to make sure to include documents demonstrating confirmation of the following:

- CDIB confirming you are one fourth (1/4) Native American from a federally recognized tribe eligible for benefits;
- A copy of the student's birth certificate
- A copy of the parent's tribal enrollment

9. Immunization records.

_____ Did you enclose the form available on the internet with immunization information and signed by your doctor or other health official? This form is needed only if other documentation from your medical facility or doctor's office is not available.

_____ Did you enclose another form of confirmation of immunizations? Please make sure these records show the Measles, Mumps, and Rubella (MMR) inoculations for two occurrences. The acronym will show as MMR 1 and MMR2.

10. Other

Other documents that you may include in your application packet, but are not required unless requested, include; letters of recommendation, general correspondence, and other supporting documents. A housing contract can be included which will be routed to the Housing Division once you are accepted.

Fees are not due until you enroll in classes.

Haskell Indian Nations University reserves the right to deny or cancel the acceptance or admission of any student whose attendance at the university would not be mutually beneficial for the student or the university.