



# Completing Your Admission Application



Columbia State requires specific official documents to complete your application. Missing requirements are detailed in your accompanying letter. See below to find out exactly what each requirement means and how to fulfill them.

## High School Students:

### High School Transcript 6/7 Semester

**When:** This is also referred to as a “partial” transcript and should be sent to Columbia State when you submit your admissions application.

### Final High School Transcript

**When:** A final transcript should be sent after your high school graduation ceremony. In order to be considered a final transcript there must be a graduation date on the document.

### How To Submit:

Official transcripts come directly from your high school via email, fax or postal mail.

## Qualifying for In-State Tuition Rates

**Why:** The Eligibility Verification for Entitlements Act (EVEA) passed in 2012 requires all students receiving in-state tuition to provide proof of U.S. citizenship or lawful presence.

**What:** Submit a Free Application for Federal Student Aid (FAFSA) to confirm your U.S. citizenship or eligible non-citizenship status.

A regular valid Tennessee driver’s license is also acceptable. (See the Admissions website for other forms of documentation.)

**When:** Upon application to the college.

**How:** Proof of citizenship documents can be submitted via email, fax, postal mail or dropped off at any Columbia State campus.

## SAT or ACT Scores

**Why:** These are used for class placement purposes. They help determine whether a student must complete learning support classes.

**How:** Official scores can be submitted via email, fax or postal mail.

## College Transfer

### Students:

#### Partial College Transcript

**When:** Send partial college transcript after you have submitted your Columbia State application.

#### Final College Transcript

**When:** A final transcript should be sent after you have completed your last semester at your previous college.

#### How To Submit:

Official transcripts come directly from your previous college via email, fax or postal mail.

## Immunization Policy

The General Assembly of the state of Tennessee mandates that each public or private postsecondary institution in the state provides information concerning measles, mumps, rubella, varicella and hepatitis B infections to all new degree-seeking students. Please submit the Immunization Health History Form to the Admissions Office. Find this form at [www.ColumbiaState.edu/ImmunizationHealthHistoryForm](http://www.ColumbiaState.edu/ImmunizationHealthHistoryForm).

## Special Admission Requirements

### Specific Programs

A separate departmental application is required for admission into EMS programs, Nursing, Radiologic Technology, Respiratory Care, and Veterinary Technology.

**Please contact the appropriate program director for more information.**

## Check Your Application Status

View your application status by entering the Login ID & PIN that you created when you applied online.

Visit [www.ColumbiaState.edu/AppStatus](http://www.ColumbiaState.edu/AppStatus) for more information.

