

SIX SIMPLE TIPS
for
SUCCESSFULLY COMPLETING YOUR HIGHER
EDUCATION APPLICATION

1. Don't wait until the last minute to turn in your application. If something is missing, and you cannot provide the missing items by the deadline, ***the application will be considered incomplete.***
2. If sending your application via regular mail, *please have them weigh the envelope.* If your application is received after the deadline because it was returned to you and you had to resend it, ***it is still late.***
3. If sending your application via fax, please write "Attention Higher Education" on the cover sheet.
4. If emailing your application, you must send all items as either .doc, .docx, or PDFs. ***NO zip files will be accepted.***
5. If turning in your application in person, please make sure that you go over the checklist before coming into the Tribal Administration offices. ***It is your responsibility to make sure you have included all required items.***
6. If you ***do not hear*** from the Higher Education department that we have received your application ***within 14 business days after sending it***, please contact Krista Pierce at 918-542-1853 ext. 0211 or at the email on the right.