

CamScanner App for Smart Phones!

Turn your smart phone into a document scanner! **CamScanner** is a free app that allows you to digitize paper documents using the camera on your smart phone. Simply take a picture of any paper documents and CamScanner can auto-crop the image, enhance the image quality and create an industry standard PDF file. There are some limitations so please read about it before downloading the app. This app is a good alternative if you need a document scanned to us, have a smart phone, and do not have access to a scanner. <https://itunes.apple.com/us/app/camscanner-free/id388627783?mt=8>

Release of Information Consent Form (FERPA)(pdf)

Information will not be released to another party, including parents or family members, without a specific written consent from the applicant SUBMITTED WITH EACH APPLICATION ON FILE at Higher Education Department.

Sample Reference Letter and Tips (pdf)

Almost everyone at some point in time will be asked to provide a Reference Letter. This sample letter is a suggestion that maybe helpful when you find an individual to write a reference letter for you.