**How To Submit Missing Information**

How to change my contact information. How to verify my entry term.
How to provide or verify Residency information. How to cancel or withdraw my application.
How to verify date of birth. How to update Encumbrance status.

Use this convenient online form to make changes to a submitted application.
[https://purdue.qualtrics.com/jfe/form/SV_8JNLB6IdEqV4h5r](https://purdue.qualtrics.com/jfe/form/SV_8JNLB6IdEqV4h5r)

**How to submit my High School Transcript or Senior Year Courses:**
Please request your High School Guidance office to provide a High School transcript to the IPFW Admissions Office.

**How to submit my High School Counselor Form: (attached form)**
Please print off the following form and have your guidance office fill it out and send it to the IPFW Admissions Office.
[http://www.ipfw.edu/dotAsset/029f89d3-21ed-4598-b401-59e1027260b6.pdf](http://www.ipfw.edu/dotAsset/029f89d3-21ed-4598-b401-59e1027260b6.pdf)

**How to send your DD-214, High School transcripts, GED Scores and College transcripts to IPFW:**
Official transcripts must be acquired from your previous institutions:

- **All materials being mailed** should be submitted to:
  Indiana University–Purdue University Fort Wayne
  Office of Admissions
  2101 East Coliseum Boulevard
  Fort Wayne, IN 46805-1499

- **Documents being emailed** should be sent from your previous institution to [ask@ipfw.edu](mailto:ask@ipfw.edu).

- **Hand delivered documents** must be in the original sealed envelope and provided to the Admissions Office directly.

*Transcripts from any Indiana University or Purdue University campus can be unofficial
GED Scores may be acquired from your testing location or by using [DiplomaSender](https://www.diplomasender.com).

We encourage students to submit their transcripts in a timely manner so that we can complete the application review and initial credit evaluation.

**How to pay the application fee:**
You can pay your nonrefundable $50 application fee through one of the following methods:
Pay by credit or debit card online immediately following the submission of your online application.
Pay by credit or debit card over the phone by calling the IPFW Office of the Bursar at 260-481-6824.
Pay by check or money order made payable to Indiana University - Purdue University Fort Wayne.
Or pay in person at the IPFW Office of the Bursar service desk in Kettler Hall Room G57.

**How to submit a copy of my Social Security Card or Green Card:**
Options for providing your SS card are as follows:
1. Send via US Postal Service to the address below.
2. Fax a copy to the address below
3. Bring in a copy to our office in person
4. Bring your SS card to our office in person and we will make a copy.

**Behavioral Questions: (attached form)**
Please complete the Behavioral Questionnaire Form attached and send it to our office via email, fax, or traditional mail.

**How to submit my SAT or ACT scores:**
Please request your SAT or ACT scores to be sent to IPFW. Either by contacting College Board or ACT directly or if posted on your high school transcript request your guidance office to forward them on to IPFW.
RETEST SAT or ACT:
You have been requested to retest SAT or ACT. Please schedule to take the SAT or ACT again. You can register by using one or both of the following links:

SAT: [http://www.collegeboard.com](http://www.collegeboard.com) (school code: 1336)
ACT: [http://www.act.org](http://www.act.org) (school code: 1217)

When registering be sure to list IPFW as the receiving site for your scores. Once we have received your new scores, your file will be reviewed.

How to submit my ECA’s: (attached form)
End of Course Assessment MATH and/or End of Course Assessment ENGL
Please request your Guidance Counselor to fill out the attached form.

How to submit my country of Citizenship:
Use this convenient online form to request an update to your Country of Citizenship (Requested change - Other):
[https://purdue.qualtrics.com/jfe/form/SV_8jNLB6ldEqV4h5r](https://purdue.qualtrics.com/jfe/form/SV_8jNLB6ldEqV4h5r)
Include the following responses to the free form text:

a. Country of Citizenship: US or Other?
   b. If non-US citizen document one of the following:
      * Immigrant-Permanent Resident, Immigrant no: (attach a copy of Green Card or I-94 Form)
      * Exchange Visa
      * Refugee
      * Student Visa
      * Visitor
      * Other (specify)

Waiting for semester grades:
Unfortunately, we need to wait for your final grades from this semester to make a decision on your admission. At this time, please request a transcript to be sent from your institution’s Registrar Office.

English Proficiency:
At this time, you do not need to do anything. We will review your academic history once provided to note if you have met the one following areas of English Proficiency success:

- 450 on the critical reading section of the SAT
- 19 on the English section of the ACT
- W131 with a C or better

Otherwise, you would need to complete one of the exams listed: TOEFL or IELTS

Readmission Application Fee $100.00:
You must pay a nonrefundable $100 re-admission fee to the Bursar Office at IPFW.

Statement of Purpose:
At this time your application is not complete as you need to submit a Statement of Purpose (SOP). Statement of Purpose is to be no longer than one page explaining the reasons for your non-enrollment and your motivation for returning to IPFW.
* Email the document to ASK@ipfw.edu
* Subject Line: SOP: Your full name
* Text box: Entry term and DOB
* Attach: SOP