

# Online Student Application & Reference Form Instructions

## Complete the Student Application Online.

1. Use the following link on our website or scan the QR code to fill out the application online. (handwritten applications or photographed images of the application and forms will **not** be accepted)

<https://www.heritagechristian.info/application-procedure/#Applications>



2. Click on the appropriate application (K-12, International Student, Pre-K)
3. Fill out the application online (you can also download and fill out the application)
4. Save the filled-out application
5. If you complete the application online, download the application
6. Attach the downloaded application to an email
7. Send to the HCA Registrar at [registrar@heritagechristian.info](mailto:registrar@heritagechristian.info)

## Student References:

1. Send the above link or QR code to each person filling out a reference for the student
2. Instruct each person to:
  - a. Fill out the reference form online (they can also download and fill out the form)
  - b. Save the filled-out reference form
  - c. If they complete the reference form online, download the form
  - d. Attach the downloaded reference form to an email
  - e. Send to the HCA Registrar at [registrar@heritagechristian.info](mailto:registrar@heritagechristian.info)