

How to Order a GED Record in Indiana via DiplomaSender

While you attended your GED courses at Martin University, your official GED/HSE record is maintained by the Indiana Department of Workforce Development. This guide explains how to request your record through the DiplomaSender service. Follow these steps to ensure you have all the necessary information and documents ready.

1. Gather Your Personal Information

Before starting the order, make sure you have:

- **Full Legal Name:** (as used during your GED exam)
- **Date of Birth**
- **Social Security Number:** (if required)
- **GED Testing Date(s) and Location(s)**
- **Any Identification Numbers:** (provided during testing)
- **Additional Contact Information:** (current mailing address and email)

2. Access the DiplomaSender Service

1. Visit the Website:

Go to [DiplomaSender Services](#).

2. Review the Service Offerings:

The site will display various options for diploma and transcript requests. Look for the section specific to GED/HSE records. (Please see the screenshot below).

Indiana is a partner with DiplomaSender!

Below are the **High School Equivalency (HSE)** documents & services available.

<p>Just Passed?</p> <p>\$0</p> <p>All test takers since Apr 11, 2011 receive their first diploma and transcript for free.</p> <p>Congratulations!</p>	<p>Additional Documents</p> <p>\$20</p> <p>Need a backup document for your records?</p> <p>Need to send a document to a future employer or school?</p>	<p>Third-Party Verifications</p> <p>\$30</p> <p>Requires the record holder's approval.</p> <p>Requires the third-party be vetted and approved by DiplomaSender.</p>
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Documents Available

All documents are official and issued through the Indiana Department of Workforce Development.

- **Transcript**
Includes test dates, scores and overall status.
- **Diploma**
What you might frame and hang on a wall.
- **Letter of Verification**
Multi-purpose document useful for employers.



Delivery Methods

- **Email**
Sent within a few minutes.
- **United States Postal Service**
USPS is only available for United States orders.
Orders must be received before 12:00pm CT to ship same business day.
 - **First Class**
Allow 2 to 10 days for delivery.
 - **Priority Mail Express**
Allow 1 to 2 days for delivery.
Additional charge of \$31.40.



Payment Options

- **Visa**
- **Mastercard**
- **Discover**
- **American Express**
Additional charge of up to 3.19% for AmEx cards.

3. Initiate Your Request

1. **Select the GED/HSE Record Option:**

Click on the option designated for ordering your GED/HSE record.

2. **Create or Log In to Your Account:**

You may be prompted to log in or create an account if you haven't done so already.

3. Enter Your Personal Details:

Complete the online form by providing all the required personal information (name, DOB, etc.). Ensure that the details match your GED record information accurately.

4. Submit the Request Form

- **Double-Check Your Information:**

Verify that all entered details are correct to avoid any processing delays.

- **Attach Supporting Documentation:**

If required, upload scans of any necessary identification documents.

- **Submit the Form:**

Complete the submission and wait for the confirmation page or email.

5. Payment of Fees

- **Review the Fee Structure:**

Check the service page for any fees associated with processing your GED record request.

- **Choose Your Payment Method:**

Payment is typically made online via credit/debit card.

- **Confirm Your Payment:**

You should receive a confirmation notice once the payment has been processed.

6. Processing and Delivery

- **Processing Time:**
Processing times can vary. Check the website for estimated time frames.
- **Delivery Method:**
Your GED record may be delivered digitally or mailed to your provided address.
- **Follow-Up:**
If you do not receive your record within the stated timeframe, use the contact details on the website for assistance.

7. Getting Additional Help

- **DiplomaSender Support:**
Look for a “Contact Us” or “Support” section on the DiplomaSender site for any queries or issues.
- **Local GED Centers:**
For further assistance, local adult education centers may also offer guidance.

Final Notes

- **Keep a Copy:**
Save any confirmation emails or receipts for your records.
- **Verify Your Information:**
Regularly check your email or account dashboard for updates on your request status.
- **Stay Informed:**
Procedures might change, so refer to [DiplomaSender Services](#) for the most current information.

By following these steps, you should be able to successfully request your GED/HSE record in Indiana through DiplomaSender. Always refer to the official website for the latest details and assistance.