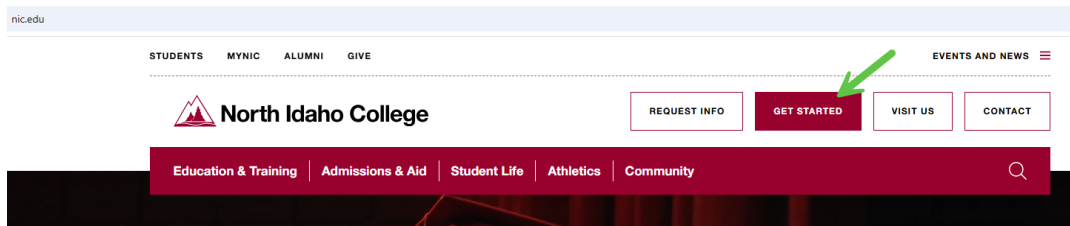


How To Apply to NIC - Walkthrough

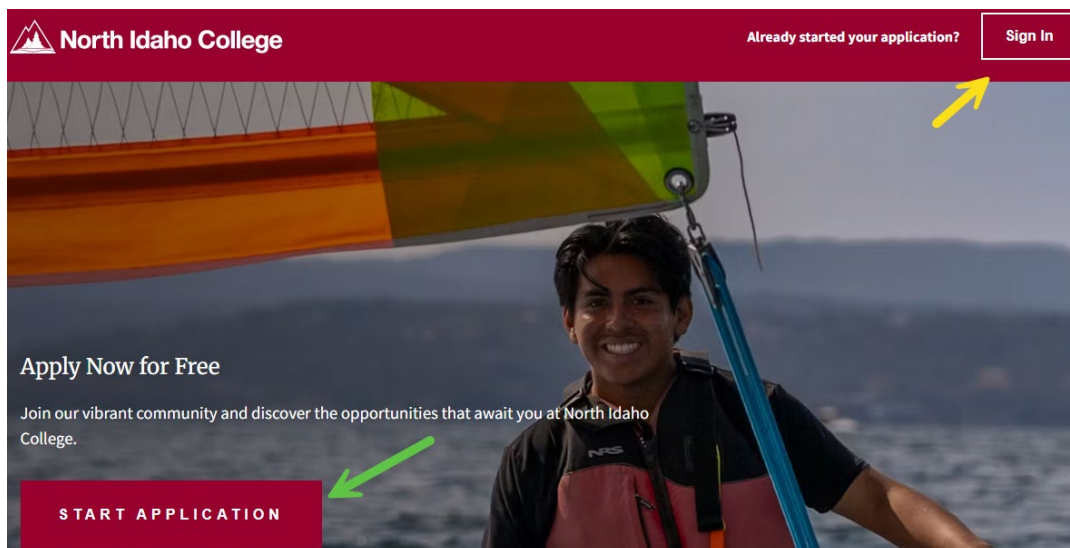
Go to www.nic.edu and click “Get Started” at the top of the page.



On the next screen, scroll down until you see “Apply Now” on the right. Click it.



On the next screen, if you are a new student, click “Start Application”. If you are a returning student, click “Sign In”



Here is the Parent/Guardian request form:

Dual Credit Authorization Form

APPLICATION PROGRESS (99%)

Dashboard

Personal Information

Residency

Academics

Guardian Information

Additional Information

Emergency Contact

Dual Credit Authorization Form

Submit Application

Preview Application

Choose a request type

Dual Credit Authorization Form - Parent

Dual Credit Authorization Form - Parent

* Parent/Guardian's First Name

* Parent/Guardian's Last Name

* Parent/Guardian's Email

Do you waive your right to the information sent on your behalf?

Yes No

SEND REQUEST CANCEL

When both are complete, the student's DCAF screen in the Application will look like this. Please note that this is where you can resend DCAFs to your parents/guardians or to your counselor/advisor:

Dual Credit Authorization Form

APPLICATION PROGRESS (100%)

Dashboard

Personal Information

Residency

Academics

Guardian Information

Additional Information

Emergency Contact

Dual Credit Authorization Form

Submit Application

Preview Application

Dual Credit Authorization Form - Parent request sent to Your Parent/Guardian's Name Here

DELETE RESEND

EMAIL: andy.ruppel@gmail.com

SUBMITTED DATE: Jun 30, 2026

STATUS: Pending

Dual Credit Authorization Form - Counselor request sent to Your School Counselor or Advisor's Name Here

DELETE RESEND

EMAIL: andy.ruppel@gmail.com

SUBMITTED DATE: Jun 30, 2026

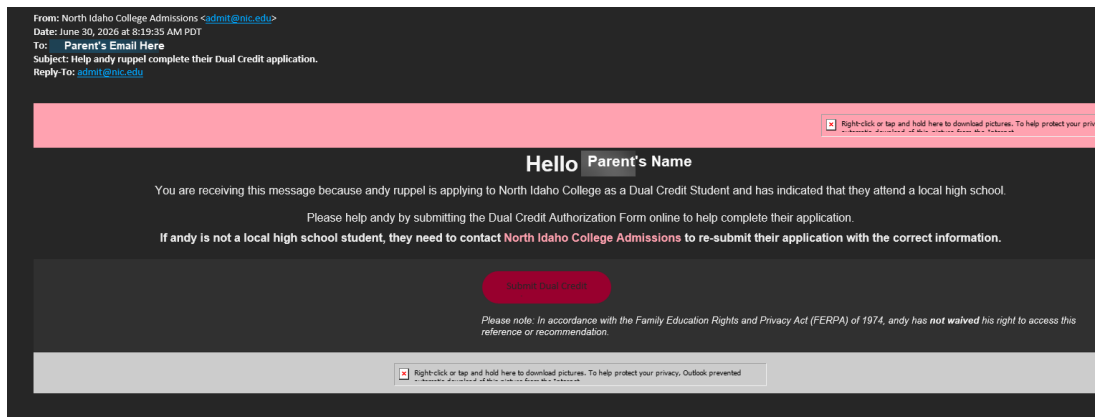
STATUS: Pending

ADD REQUEST

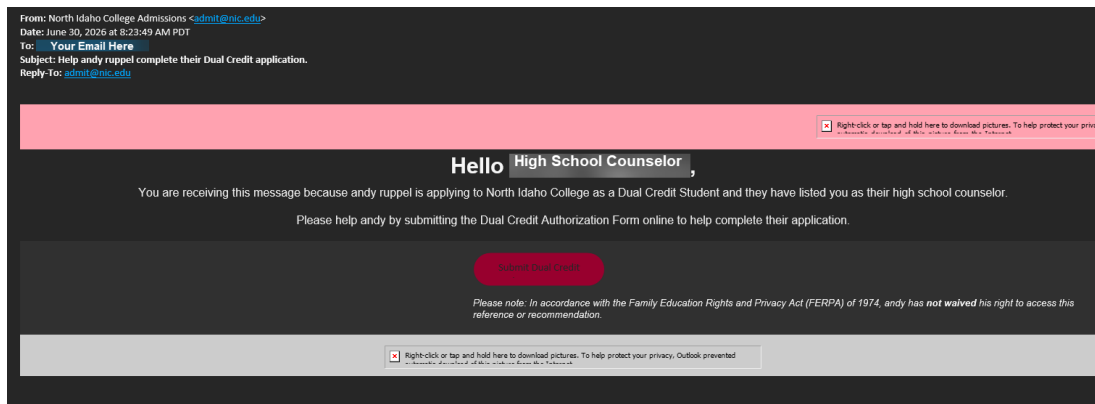
SUBMIT

If everything looks good, click "Submit".

Your parent/guardian will receive this email:



And your counselor/advisor will receive this email:



Give it 5-15 minutes to show up.

As each completes this form, you will receive an email indicating it is received. Here are what those emails look like.

