

# *Faith Theological Seminary and Christian College*



## **Application Process**

1. Completely fill out the application. Please note there are two sides to this form. **INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.**
2. Include a recent wallet-size or passport-size picture of yourself.
3. All foreign nationals must submit proof they are legally in the country (current visa, residency status, green-card). **THESE DOCUMENTS MUST BE CURRENT AND VERIFIABLE.**
4. Include a \$35.00, non-refundable application fee. Additional fees may be applied if there is an extensive evaluation required for placement, ie., multiple transcripts, life experience, placement tests.
5. Submit all official transcripts for each institution attended. Be sure to list all institutions on the application. Complete transcript request form attached to the application and mail to each institution. It is the student's responsibility for any fees required to obtain a transcript. All transcripts must be sent to Faith Theological Seminary and Christian College.
6. Submit proof of high school graduation. Either a Diploma or G.E.D. or equivalency or high school transcripts demonstrating you graduated.
7. If you are applying for life experience credit, submit a typewritten summary of your ministry that validates the subjects that you indicate in the portfolio provided. **NOTE:** you must have a minimum of ten (10) years ministry experience; credit is only good for undergraduate level courses.
8. Begin application process at least three (3) weeks prior to the beginning of the college or seminary semester/class date.
9. Once accepted each student will receive a Student Status Form demonstrating placement and payment options.
10. Should you have any questions or need specific help in placement of a program please contact the main campus office to arrange and appointment with the Dean of Students.