

APPLICATION PROCEDURE

WHEN TO APPLY:

You may apply up to four (4) weeks prior to the start date you wish to enroll. Please allow up to four (4) weeks to review and process your application.

REQUIREMENTS:

Character:

Students will be expected to live in accordance with Godly principles as stated in the Dress Code and Conduct Information and the Student Handbook.

Age:

Applicants must be at least 18 years of age.

Fee:

A one-time, non-refundable R500 application fee must be sent with your application. Your application will not be processed without payment.

Completed Application:

1) Application Form

All questions on the application must be completed. If a question does not apply to you, write "N/A" (not applicable) in the space provided.

2) Essay Question Form

Complete this form in your own words. Your statements will be held in confidence.

3) Pastor's Recommendation

If your Pastor is a relative or your spouse, ask another member of the church's pastoral staff to complete this form. If you belong to a Small Group Bible Study you may request the Minister facilitating this group to complete this form.

4) Personal Recommendation

This form should be completed by an employer, teacher, or a friend. This person may not be a relative.

5) Two Recent Photographs

Please include two (2) recent, passport-size photographs of yourself (head and shoulders).

Passport:

Charis Bible College requires a copy of a signed passport six (6) months prior to your going on a foreign mission trip. Passport applications may take up to 6 weeks to process. Please plan accordingly.

Note: Please be sure to use sufficient postage when mailing application forms.

AFTER YOU APPLY:

When the Office has received all your forms, fully completed, and the R500 application fee, your application for admission will be evaluated. You will then be notified by the Director as to the status of your application. Please allow up to four (4) weeks to review and process your application.

Checklist for Completed Application:

Must be completed upon applying and received at least four (4) weeks prior to your start date:

- Completed application form
- Completed essay questions form
- Signature and date on application
- Application fee of R500 (one-time, nonrefundable)

The following must be received by the school prior to your start date:

- Two (2) recent, passport-size photographs
- Completed Personal Recommendation Form
- Completed Pastor's Recommendation Form

The following must be received six (6) months prior to your foreign missions trip:

- Copy of signed passport (please see passport paragraph)