

APPLICATION INSTRUCTIONS FOR ADMISSION

6511 Princess Garden Parkway | Lanham MD 20706-3599 | toll free: 1.877.793.7227 | fax: 301.552.2775

A. REQUIREMENTS FOR ADMISSION INTO WBC/CBS:

1. Application & Application Fee: Complete the **three-page** admission application form and submit payment of the \$40 (U.S.) non-refundable, non-transferable application fee along with your application.

2. Doctrinal Statement: Read our doctrinal statement, answer the questions, and sign at the bottom.

3. Questionnaire: Answer the four questions in short essay format and sign at the bottom of the form.

4. Reference Forms: Complete the student section of the reference forms and have them completed by the appropriate people. Three references are preferred however a minimum of two may be accepted. All references must have known you for at least one year and not be related to you.

(1) *The Pastor's Reference Form* should be completed by your pastor, youth pastor, or church leader.

(2) *The Teacher/Employer Reference Form* should be completed by a teacher, employer, or supervisor.

5. Official Transcripts: Request Official (signed & sealed) Academic Transcripts from ALL schools/colleges/universities you have previously attended to be sent to WBC/CBS.

a. *An Official High School/GED Transcript* is required for applicants with less than 15 college-level credits.

b. *An Official Undergraduate Transcript* noting degree conferred is required of CBS Applicants.

c. *All International Transcripts not in English* must be evaluated by a recognized agency like World Education Services (www.wes.org).

6. Official Standardized Test Scores:

> **All WBC applicants** are required to take either the **SAT** or the **ACT** and request their scores be sent directly to WBC/CBS. If it has been more than 5 years since you last attended high school, please contact the Admissions office for alternative testing options.

a. *The SAT* can be found at www.CollegeBoard.org. Make sure to add our school code: **5884**.
The ideal applicant should score a minimum of 510 on the Verbal and 500 on the Math.

b. *The ACT* can be found at www.ACT.org. Make sure to add our school code: **1755**.
The ideal applicant should score a minimum of 18 on the Verbal and 18 on the Math.

> **All CBS Applicants** with less than a 2.5 GPA from an undergraduate institution are required to take the **GRE** and request their scores be sent directly to WBC/CBS.

c. *The GRE* can be found at www.ETS.org/GRE. Make sure to add our school code: **5884**.
The ideal applicant should score a minimum of 800.

> **All International Applicants** are required to demonstrate a satisfactory level of English proficiency. This can be done by taking either the TOEFL or the SAT or the GRE.

d. *The TOEFL* can be found at www.ETS.org/TOEFL. Make sure to add our school code: **5884**.
International applicants are required to score a minimum of 450 on the written version of the TOEFL, or 133 on the computerized version, or 45 on the internet based version of the exam.
AND score a minimum of 5 on the **TWE** section of the TOEFL.

7. On-Campus Housing Application: This is only required if you wish to be considered for on-campus housing. Full-time, single students who are under the age of 21 should expect to live in the residence halls, unless they are able to live with immediate family in the area. The following three forms are required to be considered.

(1) *Housing Application Form* completed by applicant.

(2) *Meningitis Waiver* completed by applicant.

(3) *Health Exam Form* completed by a doctor.

Note: The above mentioned admission forms are available on our website.

Go to www.Bible.edu. Click on "Admissions", then click on the link under "Want to Apply?".

B. ADDITIONAL REQUIREMENTS FORT INTERNATIONAL APPLICANTS:

- 1. Current Visa and I-20 (if any):** Provide a copy of your current visa documentations, to the Admissions Office.
- 2. Notarized Affidavit of Support Form:** All international applicants must have a sponsor, who is either a U.S. Citizen or a lawful U.S. Permanent Resident. The sponsor must complete the U.S. Department of Justice's *Affidavit of Support (Form I-134)*, have it notarized, and submit it to our Admissions Office. The form is available at www.USCIS.gov under "Forms" and also on our website (www.Bible.edu).
- 3. Documentation of Financial Support:** All international applicants are required to demonstrate that they have sufficient financial means to complete their degree program before they can be admitted and receive an **I-20 form**. Documentations (letters, bank statements, scholarship awards, etc) specifying the exact nature, amount, and duration of financial support should be forwarded to the Admissions Office.
Note: The typical cost of attendance at WBC/CBS ranges from \$18,000 - \$22,000 per year. For more information about our Tuition & Fees, please visit our Financial Aid webpage (www.Bible.edu/Financial%20Aid/FinancialAid).

For more information about the Student Visa process, please visit the U.S. Department of State's website: (<http://travel.state.gov/visa/>).

C. SPECIAL STUDENTS HAVE AN ABBREVIATED APPLICATION PROCESS:

<u>Visiting Student</u>	<u>Auditing Student</u>	<u>FirstLook Student</u>
A Visiting Student is a part-time student, taking no more than 6 credit hours, who is not seeking to complete a degree at WBC/CBS.	An Auditing Student is any part-time student who takes a class to gain knowledge rather than for credit.	A <i>FirstLook</i> Student is a student wishing to experience one class at WBC/CBS without commitment.
<ol style="list-style-type: none">1. Application & Fee (\$40)2. Doctrinal Statement3. Questionnaire4. Pastor's Reference Form5. Official Transcripts	<ol style="list-style-type: none">1. Application & Fee (\$40)2. Doctrinal Statement3. Questionnaire4. Pastor's Reference Form5. Unofficial Transcripts	<ol style="list-style-type: none">1. Application & Fee (\$40)2. Doctrinal Statement

D. WHAT HAPPENS NEXT?:

After you have submitted all necessary documents to complete the application process, your application will be reviewed by our Admissions Committee. Additional documentation and/or an interview maybe requested by the Admissions Committee. Once a decision is made, you will be notified by the Admissions Office via email and/or mail. Upon acceptance, you will receive information concerning orientation, registration, and class schedules.

E. Useful Information and Resources:

WBC & CBS Catalog	www.Bible.edu/Academics/Catalog
WBC's ADCP (Adult Degree Completion Program)	www.Bible.edu/Academics/ADCP
Equip Institute	www.Bible.edu/Academics/Equip
WBC/CBS Accreditation Information	www.Bible.edu/Accreditation
Free Application for Federal Student Aid	www.FAFSA.ed.gov

Admissions Office	301-552-1400 x1280	iAdmissions@bible.edu
Financial Aid Office	301-552-1400 x1222	iFinancialAid@bible.edu

Note: Please contact the Admissions Office and the Financial Aid Office for important dates and deadlines.