

NEBC 'Becoming a Student' Process Checklist

1. Complete all items on the **APPLICATION FOR ADMISSION** form.
2. Enclose a \$25 non-refundable **APPLICATION FEE**.
3. Provide **OFFICIAL TRANSCRIPTS** of **ALL** previous high school, college, or university academic work reflecting credit hours attempted. Original transcripts must be certified by and mailed from the registrar of each school directly to NEBC's Admissions Office in an official, sealed envelope.
4. If taken students should provide **OFFICIAL TEST SCORES** from either the SAT or ACT. These test scores must be certified by and mailed from the respective testing agency directly to NEBC's Admissions Office in an official, sealed envelope.
5. Request that the church of your current membership or your home church complete the **CHURCH RECOMMENDATION** form. After formal action is taken, the church should send the form directly to the College. A church recommendation is a prerequisite for admission to NEBC. *Type or print your name in the space provided on the form before distribution.*
6. Ask three individuals (non-family members) who have known you for at least two years (for example, a teacher, an employer, or a mentor) to complete the **CONFIDENTIAL REFERENCE FOR ADMISSION** form. Ask each individual to mail the form directly to the Admissions Office. *Type or print your name in the space provided on each reference form before distribution.* (Reference forms are confidential and may not be viewed by the applicant before or after they have been received in the Admissions Office.)
7. Ask one pastor (non-family member) who has known you for at least one year (for example, Senior Pastor, Youth Pastor, College Pastor) to complete the **CONFIDENTIAL PASTOR REFERENCE FOR ADMISSION** form. Ask the individual to mail the form directly to the Admissions Office. *Type or print your name in the space provided on each reference form before distribution.* (Reference forms are confidential and may not be viewed by the applicant before or after they have been received in the Admissions Office.)
8. Prepare and submit a **RESUME (overview of life and qualifications)** with a work history.
9. Prepare and submit the **PERSONAL STATEMENT** (which should include an account of one's salvation experience, any specific call to ministry already understood, ministry/career plans, and the reason the applicant believes he/she should be admitted to NEBC.)
10. Sign the **APPLICANT'S AGREEMENT**.

When application materials are complete, they are reviewed by the Director of Admissions. A personal interview with the Admissions Committee may be required.