



## **THE APPLICATION PROCESS - DEGREE STUDENTS**

**1. Completely fill out the application.**

**IMPORTANT:** Use the *West Virginia Christian University* application if you desire to work toward your college degree, or if you are working toward an Audit Student's Certificate of Completion.

Any omissions will cause the application to be returned to you, and your enrollment will be delayed.

**2. Send a transcript request form to each college, university or institute of ministry that you have previously attended. Have them send transcripts to the WVCU campus. You are responsible for following up with the Dean of Administration to determine whether all of your transcripts have been received. To avoid a \$50 Reassessment Fee, all transcripts must be received at the WVCU Campus within 45 days of your enrollment date.**

**3. If transcripts from an accredited college or university will not be provided, please submit one of the following proofs of high school graduation (not necessary for Audit students).**

- A) Diploma (a photocopy is acceptable)**
- B) G.E.D. (a photocopy is acceptable)**
- C) Or Equivalent (official transcripts are required)**

**4. Submit completed application form to the Dean of Administration no later than the first night of class. Include a payment of \$60.00 payable to WVCU, to cover the application and evaluation process.**

**5. A letter of recommendation from your pastor is to be submitted directly to WVCU within 45 days of your enrollment.**

West Virginia Christian University

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