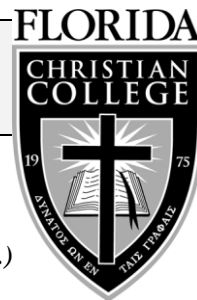


# APPLICATION CHECKLIST



**Please complete the following steps to apply for admission.**

*(This form is not to be turned in. It is to help you keep track of your application progress.)*

## **Step 1** APPLICATION FORM & APPLICATION FEE:

- You must give complete information in every area of this application. Please do not leave any blanks; if an item does not apply to you, mark it N/A. Mail the completed form **with the \$35 application fee** to the Admissions Office. **This fee is non-refundable.** After the Application Deadline for the semester; this fee will go up to \$50.

## **Step 2** ACADEMIC TRANSCRIPTS:

*(We must receive official copies of transcripts in sealed envelopes from each school)*

- HIGH SCHOOL:** Complete a transcript request form and submit it to the high school from which you graduated. If you have not yet graduated, request that a current transcript be sent now, and a final transcript be sent after your graduation.  
**GED:** If you received a GED, contact the Department of Education in the state where you took the test and ask that they have an official transcript of your scores sent to the Admissions Office. Please call the Admissions Office if you need assistance with this.  
**COLLEGE:** If you have been enrolled at another college, complete and submit a Transcript Request form to each college you have attended. **A high school transcript will still be required, even if you are transferring in college credit. If you have an Associate's Degree or a Bachelor's degree, then we will not need a high school transcript.**

## **Step 3** TWO AUTOBIOGRAPHICAL ESSAYS & SIGNED ESSAY FORM:

- Answer one of the essay statements **from each section** on a separate sheet of paper. The essays should be typed and double-spaced. Please limit your responses to 500 words or less for each essay. It is important that these autobiographical essays are your own work and are factually correct. You must submit the signed essay form with your Autobiographical Essays, verifying that it is your work.

## **Step 4** THREE REFERENCE FORMS:

- Fill out the top portion of the two Church Leader reference forms and the Teacher/Employer reference form. Hand out these forms and the provided Business Reply envelopes to the three people who are referring you, and ask them to send the forms to the Admissions Office. If you are transferring from a Christian College, please contact the Admissions Office about having a Christian College Reference Form sent to you. **These references cannot come from a family member, and need to have known you for at least one year.**

## **Step 5** ACT/SAT SCORES:

- Please have a copy of either your ACT **or** SAT scores sent to FCC. Our minimum ACT score requirement is 18, and our minimum SAT score requirement is 870. If you have not already taken either of these tests, please arrange to take one of them as soon as possible and have the results sent to FCC. If your test scores are listed on your H.S. transcript, this is acceptable as well. **If you are transferring from another college with 12 credit hours or more of transferable credit, you will not be required to submit test scores.**

**\*Once applicants have submitted the information for steps 1-5, their application will be reviewed for acceptance. After they have been reviewed, a letter will be sent notifying them of their acceptance status.**

**\*Applicants will also be contacted by an admissions counselor with information about how to pay the housing deposit, apply for financial aid, and register for classes.**

**If you need assistance, please call the Admissions Office at 1-888-Go-To-FCC.**