



*Application Instructions and Procedure: Read Carefully and execute as instructed.*

Admission to the college is based upon a careful evaluation of each individual's application file, including supporting documents. The application and all supporting documents must be received **before** an admission decision can be determined. Registration for classes, dorm room assignment, and arrival on campus is limited to those who have been granted approval for admission, including receipt of down payment.

To ensure confidentiality, all documents contained in the applicant's file are the property of the college and will not be returned or reproduced for the applicant or other interested persons

Upon receipt of the completed application and all supporting documents, the applicant will be notified within four (4) weeks of the enrollment decision of the Admissions Committee. The college reserves the right to require a personal interview before a final decision is reached.

#### APPLICATION SUBMISSION DEADLINES:

Fall Semester  
Spring Semester

**July 1<sup>st</sup>** of the same semester year.

**November 1<sup>st</sup>** of the previous semester year

#### Enrollment Requirement

Admission to Christian Life College requires successful completion of high school or equivalent. The minimum required GPA is 2.0. A GPA of 1.99 to 1.7 may be admitted on academic probation, only.

#### APPLICATION PROCESS

The completed application must be accompanied by a non-refundable application fee, a 500 word, (12 point, double-spaced) statement of purpose, SAT/ACT official test score, medical form with physician signature, pastoral endorsement, two personal reference letters, official transcript(s), and current professional photo. Photo copies are not acceptable

REVIEW, CHECK WHEN COMPLETE, AND SUBMIT ALL APPLICATION DOCUMENTS. NUMBERS 1-10 ARE REQUIRED DOCUMENTS.



#### 1. APPLICATION

Complete\* the attached application for admission. *(including signatures)*

\*Please note: Incomplete application documents will not be processed.



#### 2. APPLICATION FEE \$30

Make payment online at [www.clc.edu](http://www.clc.edu). A \$55 application fee is applicable to late submission. *(see semester specific deadlines listed above)*



#### 3. STATEMENT OF PURPOSE

Submit an essay of 500 - 750 words. The statement should include: Your purpose for choosing CLC, your call to ministry, and a brief biographical sketch. This essay must be submitted in digital format, Times New Roman, 12 point, double-spaced. Handwritten is not acceptable.



#### 4-6. REFERENCE FORMS AND RECOMMENDATION LETTERS

All applicants must obtain their pastor's recommendation and two personal recommendations. All recommendations require both a reference form, and a typewritten, reference letter.

- The applicant's Senior Pastor must complete the pastoral reference form accompanied by a recommendation letter, on church letterhead. Recommendation letter should reference the nature of the applicant's Christian character and commitment to ministry.

- Two general reference forms accompanied by a personal letter of recommendation for each form. General reference forms and recommendation letters should be submitted by a personal friend, employer, mentor, co-worker or mentor, who have known the applicant for at least two of the most recent years.

**7. OFFICIAL TRANSCRIPTS**

Applicants must request official academic transcripts from his/her high school or college. Official transcripts must be mailed from the originating Institution, and must be accompanied by the official Institution seal or an official stamp. Photocopies of the transcripts are unacceptable. Homeschool transcripts must be certifiable through a state approved curriculum agency.

Mail to: Christian Life College, Office of Admissions, 9023 West Lane Stockton, and CA 95210.  
(request forms enclosed for your convenience)

**8. SAT OR ACT SCORES**

A completed application requirement is that scores are submitted during the application process. SAT or ACT test results must accompany the application and supporting documents prior to admission acceptance.

If you have not yet taken the SAT or ACT, or are retaking a test, you may register at [www.collegeboard.org](http://www.collegeboard.org) to obtain SAT or ACT test dates, testing locations and reservation ticket. Testing appointment must be scheduled to ensure that scores are available prior to enrollment application submission deadline.

**9. Student Health Requirement for On-Campus Students** (form enclosed)

On-Campus applicants are required to complete the Medical Information document provided in the application package. Medical forms include detailed instructions for completion, including documentation from applicant's physician. Applicants choosing to opt out of immunization requirements must provide an affidavit stating religious objections.

Disclosing specific medical conditions or disabilities under the "Medical Disclosures" portion of the form are optional and not a requirement of enrollment or housing. Any information disclosed on the form is kept strictly confidential.

Health Insurance is necessary for On-Campus students.

**10. PHOTO** Submit a current professional self-portrait. Photo copies are unacceptable.

**11. CONSENT & AUTHORIZATION FORM**

Form included in the application packet. Please return a fully executed, initialed and signed, original document.

**12. VEHICLE REGISTRATION FORM** (optional)

Complete and submit vehicle form ONLY if you plan to bring a vehicle on campus.

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**Mail all documents to:**

Christian Life College  
Admissions Department  
9023 West Lane  
Stockton, CA 95210