

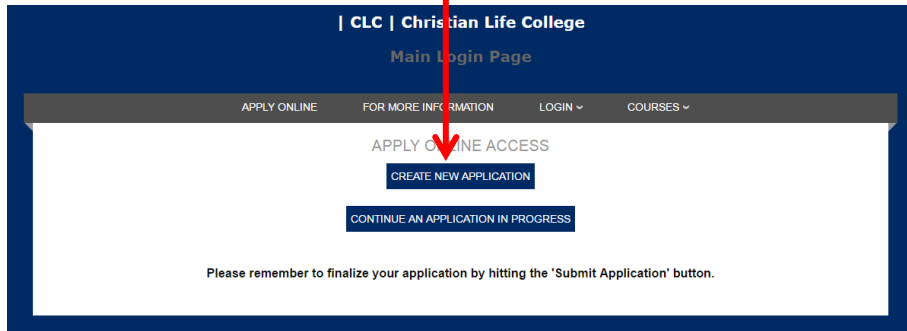
Christian Life College “Application for Enrollment”

APPLYING FOR ENROLLMENT ONLY:

www.clcsonis.com



Choose “Apply Online” | Create New Application

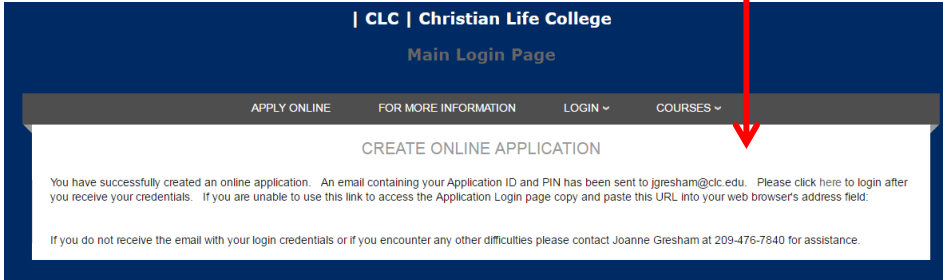


1. Complete the fields in next screen

A screenshot of the "CREATE ONLINE APPLICATION" form. The form is titled "CREATE ONLINE APPLICATION" and includes the following fields: First, Middle, Last, Birthdate, Email Address, Confirm Email, PIN, and Confirm PIN. There are "CLEAR" and "SUBMIT" buttons at the bottom right. A red arrow points from the "CREATE ONLINE APPLICATION" title down to the "First" field. Below the form, there is a note: "If you have ever been issued an ID and PIN at this school you may use them to create a new application. Otherwise complete the form above."

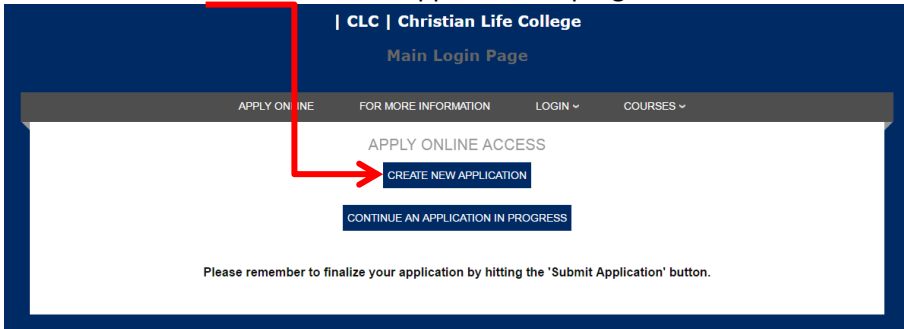
2. Submit

This window will tell you that you will receive your login credentials in your email box.
Check your email box for credentials and instruction.

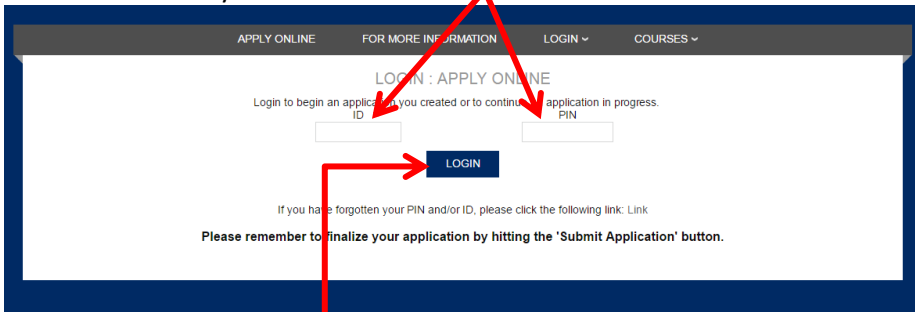


Once you have your login credentials, go back to this screen under "Apply Now"

3. Choose "continue an application in progress"



4. Enter your credentials here



5. Login

6. Enter ALL of Your **PERSONAL INFORMATION**

(be sure to fill all fields before submitting)

Note: Birthdate should be entered as mm/dd/yyyy

The screenshot shows the 'Personal Information' form for CLC | Christian Life College. The form is titled 'Personal Information' and has a date of '05/19/2017'. Below the title, there is a 'NOTE' that says: 'Complete your personal information below'. The form has several sections: 'First Name', 'Last Name', 'Middle', 'Gender', 'Birthdate', 'Street Address', 'City', 'State', 'Zipcode', 'Phone', 'Work Phone', and 'Email Address'. The 'Email Address' field is pre-filled with 'jgresham@clc.edu'. There is a sidebar on the left with a list of navigation links: 'Personal Information', 'Academic Program', 'Educational Backgrounds', 'Church/Pastor', 'References', 'Additional Questions', 'SAT/ACT', 'Licenses', 'Emergency Contacts', and 'Student Application'.

Bottom half of screen on next page.....

7. When complete – choose “Save and Continue”

Academic Program Page

8. Fill ALL fields before saving.

9. SAVE

NOTE: Once you save, you will see your Program, Entry Date and Campus selections.

Program	Entry Date	Campus	
Bible and Theology (I)	08/23/2017	CLC	Remove

Choose “Educational Backgrounds”

10. Fill ALL Fields

a. Name of School, Address and phone number here

b. Complete ALL remaining fields and Save

NOTE: Once you save, you will see your Institution, Degree, Entry and Leaving Date, Graduated, etc.

Find on Page

Personal Information

Academic Program

Educational Backgrounds

Church/Pastor

References

Additional Questions

SAT ACT

Licenses

Emergency Contacts

Submit Application

Educational Backgrounds

05/19/2017

Note: Use the Search link FIRST to locate any institutions you have attended. Use a minimal text string for best results. For example, type "West" not "West Indies Community College". If you do not find your institution listed, then you may add it using the fields below.

Search for institution

Institution

Degree: [] Entry Date: [] Graduation Month: []

Prog: [] Leaving Date: [] Graduation Month: []

Prog: [] Graduation Year: []

Graduated:

SAVE

Institution	Degree	Entry Date - Leaving Date	Graduated		
User Defined School	B.S.	08/1987 - 09/2017	Y	Edit	Remove

Choose "Church/Pastor"

11. Fill ALL Fields in Church /Pastor Screen.

Find on Page

Personal Information

Academic Program

Educational Backgrounds

Church/Pastor

References

Additional Questions

SAT ACT

Licenses

Emergency Contacts

Submit Application

Church/Pastor

05/19/2017

Note: Provide current employment information below, if applicable.

Church Name: [] Pastor: []

Address: []

City: [] County: [] Ministry Served: []

State: [] County: [] Employment Type: []

Zip: [] Years Served: []

Start Date: []

Stopped: []

Memo: []

SAVE

Church Name	Employ Type	Start Date	Stopped		
Christian Life College	Church/Pastor			Edit	Remove

12. Save

Note: Do not be confused if it asks for Employer. Employer, in this case, is Pastor.

Once you've saved, it will show you the information that you entered.

Church Name	Employ Type	Start Date	Stopped		
Christian Life College	Church/Pastor			Edit	Remove

Choose REFERENCES

13. You will need to use this page TWICE. – Pastoral and General References

References 05/19/2017

Note: Provide at least two references. Enter the first one and click Save, you will see it saved at the bottom of the page. Then enter the second.

Name: _____ Title: _____ Reference Institution: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____

14. Fill ALL Fields and choose Reference category for each entry
15. Save and repeat the same screen for a total of TWO references.

Choose Additional Questions

16. Fill ALL Fields and Save

Additional Questions 05/19/2017

Note: All required questions must be answered before you can submit your application. It is recommended you print the questions out by clicking the PDF version of Additional Questions link below prior to answering the questions. You must answer all the required questions before you can save your answers so you should be prepared to do so before you save.

[PDF VERSION OF ADDITIONAL QUESTIONS](#)

DEFAULT SECTION

1. Have you applied at this institution before?
 Yes No

2. If you have previously applied, please enter the date of your most recent application.

3. If you have applied in the past, please indicate why you did not attend.

Spiritual Background

4. Have you been baptized in Jesus Name?
 Yes No

5. What year were you baptized in Jesus name?

6. Have you received the Holy Spirit?
 Yes No

7. What year did you receive the Holy Ghost?

Other Information

8. Have you ever been arrested?
 Yes No

9. If yes, please explain.

10. If you would like to attach any supporting documentation to your application, please click on the 'Email Response' text.
 Email Response

11. Upload your Essay (DOC or DOCX or PDF ONLY).
 Attach

Optional

[RESET](#) [SAVE](#)

Note: All questions are required fields.

17. You may click on Email response to clarify question #9
18. You may upload your Essay to Sonis on #11

Choose SAT ACT

19. Enter your SAT information in appropriate fields.

Note: If you have not taken an SAT, go online and prepare to take the test.

*** You may skip this screen to complete the application and take the test at a later date.**

20. Save and Continue
You can skip "Licenses"

Choose Emergency Contacts.

21. Enter all listed here in the single field provided:

- a. Name – first and last
- b. Address, City, State and Zip
- c. Home phone
- d. Mobile Phone
- e. Email address
- f. Relationship to you.

22. Save

Choose Submit Application

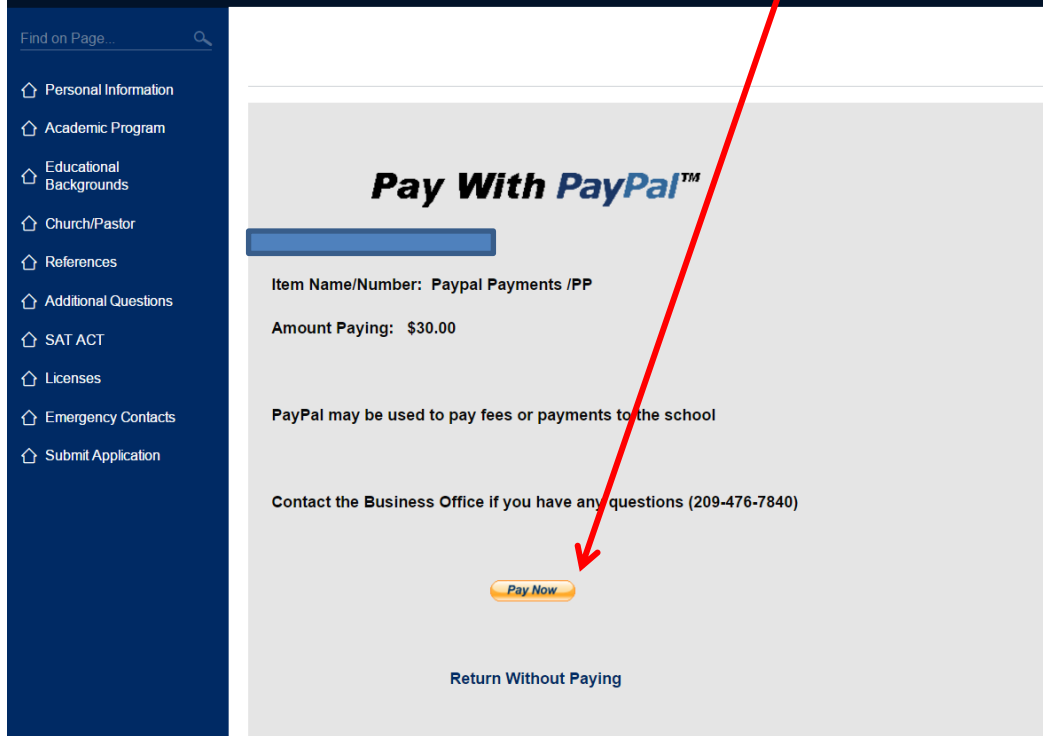
23. OPTIONAL: You can choose to print a PDF copy of the application for your records.

24. OPTIONAL: You can choose to print a PDF copy of the Questions for your records

25. Required: Choose Submit Application

Upon submission of application: You will be directed to pay a \$30 application fee.

Note: Without payment, application submission is not complete.



The screenshot shows a web interface for a PayPal payment. On the left is a dark blue sidebar with a search bar and a list of menu items: Personal Information, Academic Program, Educational Backgrounds, Church/Pastor, References, Additional Questions, SAT ACT, Licenses, Emergency Contacts, and Submit Application. The main content area has a light gray background with the heading "Pay With PayPal™". Below this is a blue progress bar. The text displays "Item Name/Number: Paypal Payments /PP" and "Amount Paying: \$30.00". It also states "PayPal may be used to pay fees or payments to the school" and "Contact the Business Office if you have any questions (209-476-7840)". At the bottom, there is a yellow "Pay Now" button and a blue link for "Return Without Paying". A red arrow points from the top right of the page down to the "Pay Now" button.

We will receive auto notification of your completed application.

You will be contacted within 48 hours.

Thank you for choosing Christian Life College