

Admission to the College

Online Procedure

Application for admission to the Online Education Department should be made as early as possible so that necessary arrangements for entrance may be made. Each applicant must carefully implement the following steps:

1. You must certify (on the Application Form) that you are an American Citizen or have Permanent Resident status and must provide a notarized copy of the Residency Affidavit Form (downloadable from the college's website),
2. Download the Application Form and mail it to Tri-State Bible College along with the required \$25.00 Application Fee. This fee must be payable in U.S. funds and must be paid by money order, credit card or Pay Pal (Forms must be in English).
3. Download three copies of the Reference Form. Distribute these to three individuals who have agreed to provide a reference for you to the college. These individuals may NOT be related to the student either by blood or marriage. These forms must be returned directly to the college from the individual that completed the form. The forms must be filled out in English,
4. Download a copy of the High School Transcript Request Form if you have not completed a minimum of 12 semester hours of acceptable college credit. This transcript must be sent directly from the institution from which the student graduated. No transcript marked "Issued to Student," or those sent by the student will be acceptable. For those completing the GED requirements rather than the diploma option, the proper materials must be sent directly from the state or other official issuing office to the college. These documents must be in English.
5. Download a copy of the College Transcript Request Form for each collegiate institution of higher education attended. These signed requests for transcripts must be sent to the previously attended college directly by the student. The actual transcripts must be sent directly from the institution from which the student completed the work. No transcripts marked "Issued to Student," or those sent by the student will be acceptable. These documents must be in English.
6. You cannot be officially admitted to online studies without taking the "Standardized Bible Content Test."
7. When the college has received all proper forms, your materials will be forwarded to the Admissions Committee for evaluation. At such time as this committee makes a favorable action, the student will be granted an Acceptance Letter.
8. At this point the student may access the Registration Form found within the student section of the website and choose the class(es) desired. This form must be downloaded, completed, and be accompanied by proper fees (this may be done by money order or by credit card). The student will then be officially registered in the proper class(es). The Online Education Department will ensure that each properly registered student receives a User ID and Password granting access to the appropriate classes. Appropriate materials will also be sent to the properly registered student(s).

Find more beginning on page 91 of the Catalog.