



DESTINY CHANGERS INTERNATIONAL BIBLE INSTITUTE
"Equipping to Edify in the Spirit of Excellence"

Admissions Checklist
Year 2017 - 2018

1. **Complete and submit an application form online.** You may print the application form, complete it, attach to an email and send it back to us at admin@dcibin.com.
2. **Pay your application fee of \$50** after you submit your application via PayPal, credit or debit card. You may also email the office to pay with a different format if preferred.
3. **Submit your high school diploma (HSD),** or request for your high school transcript to be sent to DCIBIN. **OR** Take the DCIBIN entrance exam (contact the admissions office at admin@dcibin.com and request to take the Placement test).
4. **Submit a letter of recommendation** from a clergy or mentor on an official letterhead. You can upload this on your application or email it to us at admin@dcibin.com.
5. DCIBIN will review your application and respond with an offer letter of admission.



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Enrollment Checklist
Year 2017 - 2018

Enrollment (After you have been admitted to the School)

6. Upon receipt of your admission letter, **show proof of your identity** with any of the following:
- State Identification card
 - Drivers license
 - Passport
 - Voters registration card
 - Birth certificate
 - Social Security card
 - Last School attended or Company ID
7. **Enrollment Fee:** Upon receipt of your Tuition invoice via e-mail, You may Pay your tuition in full or you can pay your Enrollment Fee by paying 35% of your tuition and complete a flexible payment plan (FPP) on the remaining balance of your tuition to be paid within 90 days of enrollment for diploma courses and 30 days for certificate programs. ***(If you are a scholarship recipient, the office of Student Aid will apply your scholarship and notify you of your balance if there is any for you to pay)***
8. Purchase recommended books and lesson materials.
9. Respond to class lesson emails by registering for each class with your name and email. A link to register for each lesson will always be provided to you, a personal phone access number and pin if needed in place of your online access.