

## **ADMISSIONS CHECKLIST**

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- 1. **REVIEW SEMINARY AND ADMISSIONS INFORMATION.**
- 2. *(optional)* **ATTEND AN OPEN HOUSE (OR CALL US!):** meet students, graduates, faculty, and staff.
- 3. **OBTAIN/DOWNLOAD PRIMARY APPLICATION MATERIALS**
  - one Application form
  - two Letter of Recommendation forms.
- 4. **COMPLETE AND SUBMIT APPLICATION** along with the following. All must be submitted before being considered for admission.
  - Application fee (non-refundable)
  - Spiritual Journey Essay (type-written)
  - Resume or work history (type-written)
  - Passport-like photo, hard-copy or digital
- 5. **REQUEST TWO CONFIDENTIAL LETTERS OF RECOMMENDATION:** one personal and one professional. Complete the top portion of the form and give it to your reference, who should submit it directly to the address above.
- 6. **FOLLOW-UP WITH REFERENCES** to make sure they have submitted their letters of recommendation directly to One Spirit.
- 7. **INTERVIEW.** You will be contacted for an interview to be conducted by staff or faculty, in person or over the phone. In some cases, a second interview may be required.
- 8. **IF ACCEPTED: REVIEW ACCEPTANCE MATERIALS.** If accepted, you will be sent an acceptance letter and additional forms to return to One Spirit.
- 9. **CONFIRM ACCEPTANCE:** complete your admissions process by signing and returning the following items within 3 weeks of receiving your acceptance letter:
  - Tuition Payment Agreement
  - Student Participation Agreement
  - Financial Aid Application (if applicable)
  - Book Order Form (if applicable)
- 10. **MARK YOUR CALENDAR.** The first class is September 9<sup>th</sup> & 10<sup>th</sup>, 2006. Arrive before 9:00 a.m. for registration. Distance-learning students are encouraged to attend.