

Portland Bible College

Application for Admission Instructions



This application packet should contain the following: application, biography, three reference forms, financial guarantee. **Please read our current PBC catalog for details regarding admission, curriculum, and programs of study.

Complete forms listed below...	√ as you complete	Use a pen & clearly write or type when completing these forms.
Application form	<input type="checkbox"/>	Please send your completed application form (answer all questions) to the address listed on page 3.
Biography	<input type="checkbox"/>	Complete the biography, and answer all questions covering your conversion, water baptism and baptism of the Holy Spirit, your call to Christian service, goals and desires for the future and why you desire to attend Portland Bible College.
Reference Forms	<input type="checkbox"/>	Pastor's Reference should be given to your pastor or the person in leadership with whom you have the closest pastoral relationship in your church.
	<input type="checkbox"/>	Parental Reference (for single students only) should be given to your parents or legal guardian.
	<input type="checkbox"/>	Personal Reference - should be given to a mature Christian, preferably someone in leadership who knows you well enough to give a meaningful reference.
Picture	<input type="checkbox"/>	Enclose a recent picture of yourself. It should be head and shoulders and fit into the space allotted on the application form.
Academic Transcripts	<input type="checkbox"/>	Arrange for an official transcript to be sent from your high school directly to Portland Bible College in a sealed envelope. If you have attended a college or university, have them send PBC an official transcript including the course titles, the credit hours, and grade received. Please do not send a copy of your diploma. All transcripts MUST be translated into English.
Application Fee	<input type="checkbox"/>	There is a non-refundable \$35 application fee that you should send with your application. Without it, your application cannot be completely processed. Please send it in the form of U.S. Currency.
Financial Guarantee	<input type="checkbox"/>	Have your financial sponsor complete the Statement of Financial Responsibility form and attach a copy of the sponsor's bank statement dated within 90 days of the application date. If you are paying for yourself, a copy of your bank statement must be attached. NOTICE: Money must be stated in U.S. dollars. Account information will need to be translated into English and U.S. dollars.
English Proficiency Test	<input type="checkbox"/>	All non-native speakers of English are required to show evidence of their English fluency level by submitting a copy of a TOEFL score taken within six months of their application date or by writing for our test. See <i>inside page</i> .

Continued on inside page.

Your file must be complete with ALL of the required information on page 1 before your application can be processed. It is important that the reference sheets and transcripts be sent promptly in order to process your application. When our admissions office has received all of these items, your application will be reviewed and you'll be notified of their action.

The application deadline is one month prior to the term for which you desire to enroll.

EMPLOYMENT

Although Immigration regulations do not allow international students to work off-campus, they are allowed to work on-campus if they are a full-time student. They are restricted to 20 hours a week while school is in session. Please note that a spouse or child of a full-time student is not allowed to work at all.

ON-CAMPUS WORK-STUDY PROGRAM

Portland Bible College and City Bible Church are pleased to be able to offer a limited number of student employment positions for certain students to earn a portion of their living and tuition costs. This program has been developed through the years in such a way as to be of maximum benefit to both the school and the student. Those involved in this program make a valuable, necessary contribution to community life in this place. At the same time, students have been able to develop some very important personal life skills in the area of work. In order to ensure the success of this program for all concerned, it is very important that you be aware of everything that will be required of you if you are to be a part. Please read this very carefully, and make sure that you are prepared to make the adjustments that will be required of you.

TYPES OF WORK

Most work assignments will be in food services (kitchen and dining room), janitorial, maintenance, campus security (night watchman), or office helps. Every attempt will be made to accommodate your skills and desires, but this is not always possible.

WORK HOURS

Usually students will work approximately 20 hours a week, although some jobs require less time. These hours may be on weekdays and/or weekends. Many work shifts late in the evening (especially janitorial) or overnight (security).

Note: The U.S. Government restricts students to working 20 hours a week during school sessions but allows full-time work during vacation times.

DURATION OF WORK

The Work-Study Program runs from P.B.C. registration in August through to the Commencement in the second Sunday of May. Some assignments will continue during certain holidays and semester break times (i.e. Christmas and Spring breaks). Please be prepared to stay on campus unless other arrangements have been approved at the beginning of the year. Work may also be available during the summer. If so, you will be able to coordinate a vacation time with your supervisor.

Note: Students are requested to complete the full semester if they are hired. Quitting in the middle of the semester is not encouraged as it could leave the department under-staffed.

WHO IS ELIGIBLE

Since we are limited to job availability on-campus, those students who need employment to pay for their tuition are encouraged to apply. Students who do not have a financial need will be considered second. If you would like to apply for the Work-Study program, please contact the International Student Advisor. Write a letter detailing your current financial status and explain why you need a job to help support your schooling. After receiving this letter, the International Student Advisor may send you an application for the program.

ENGLISH PROFICIENCY TEST

All non-native English speakers will be required to take an English Proficiency test before their application is reviewed. This will include a test of oral comprehension and knowledge of grammar and vocabulary.

The applicant is to make arrangements with a native English speaker in the applicant's area who can administer our English test, or direct the applicant to the nearest location in his/her country where the TOEFL test may be taken. The test and/or results should be mailed directly to the college.

REQUESTING OUR ENGLISH TEST

To receive our English test, you must write us requesting that we send a TOEFL Practice test to a **Native-English speaker** in your community who has agreed to administer the test to you. This may be a teacher or missionary. You must send us their full name, address and occupation and we will send the test directly to them.

Note: For your convenience a form is enclosed to request our test.

ENGLISH ENTRANCE REQUIREMENTS

Applicants who score above 45 (internet-based TOEFL) and below 61 will be accepted into our full-time ESL program. Those who score more than 61 and less than 79 will be required to take some ESL classes (see PBC Catalog for details). Please note that all students in the ESL program will be required to take English Composition and Speech Communication even if they are music majors.

SCHOOL TRANSCRIPTS

If high school or college transcripts are not in English, the original must be sent accompanied by an official English translation.

If possible, please attach the grading procedures since the grading levels differ from country to country.

MARRIED STUDENTS

All married students are required to bring their family. The cost of living will be much higher and a student would need to have a sponsor or some other funds of their own. If requested, we can send a sample budget of approximate cost of living.

Note: We do not encourage married students to come alone. It is our belief that the husband is the shepherd of his home and therefore his role in ministering to the family is essential. Considerations may be made if we know the couple and they have made adequate means of regular communication between them. This procedure, if approved, would be allowed for only one year.

SINGLE STUDENTS

All single students are required to live in the dormitories. If you have family in the area and desire to live with them, we generally do not encourage this. It is the school's desire that international students live on-campus to help them adjust to the culture and school more easily.

ACCEPTANCE

I-20 DOCUMENT

Upon acceptance, the applicant will be issued their I-20 AB document indicating that they have been accepted and a letter accompanying it. These are to be taken to the American Embassy or Consulate in their country to apply for their F-1 Student Visa.

Sometimes individuals will come to the U.S. on a Waiver or a Visitor's Visa and then attempt to change their status later. It is important that the student does not apply for one of these. These visas cannot be changed to any other status and the individual will be required to go directly back home upon the expiration date on the visa.

ARRIVAL

We ask that all international students let us know their arrival time (flight or bus information) as soon as possible. We will arrange to have your host-family or someone from the college pick you up. If you have made other plans and don't need someone to pick you up please let us know. Sometimes students have family or friends here who they make arrangements with.

ORIENTATION / REGISTRATION

All students are required to arrive before Orientation begins (*please see catalog for school calendar*). Orientation is also required during the Spring Semester. Upon completion of orientation, students will then register. There will also be other activities that will take place during that week. These will include an international picnic where new students will meet their host-families, a tour of the city of Portland, and an all student picnic. Flight plans should be made so that the student will arrive the weekend the dorms open.

Applications should be sent to:



Portland Bible College
International Student Advisor
9150 NE Fremont
Portland, OR 97220

Questions? Call 503-255-3540 or Fax 503- 257-2209
E-mail: pbcmail@pbccollege.org