

## REQUIRED ADMISSION DOCUMENTS

We require all students who are pursuing a degree to complete a full Valley Forge Christian College Woodbridge Campus Application form. Please provide us with the following documents along with your application.

- Application Form** – A completed Application, accompanied by payment of the nonrefundable application fee payable by cash/money order/check (VFCCWC) to the Admissions Office, Woodbridge Campus (see “About Us” brochure for Costs/Fees).  
**Essay** (Page 5 of Application). Describe how and when you became a Christian, your spiritual growth and why coming to VFCCWC fits in with God’s plan for your life.  
**Pastor’s Recommendation Form** (Page 7) - Request your pastor or associate pastor to complete and submit the Pastor’s Recommendation form. Pastor’s Recommendation forms completed by family members will not be accepted.
- Official High School Transcript** (transfers included) - Request your high school to forward your official transcript to the Admissions Office, Woodbridge Campus. Applicants who have completed the General Education Development exam (GED) must forward a copy of their scores to the Admissions Office.
- Home Schooled Students** are to complete “Home Schooling Information” and “Home School Student High School Graduation Self-Certification” forms (see Administration for forms) and transcript.
- College Entrance Exams** –Scores of either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The ACT registration code for VFCC is 3643 and the SAT registration code is 2579. This requirement may be waived for students who are 24 years of age or who have completed at least twelve transferable semester hours at a previous college with a satisfactory grade point average. (*Please see catalog for more information, Admissions Section.*)
- Academic/Employer Recommendation** – Request a teacher or guidance counselor who knows you well to complete this form. If you are transferring from another college, a college professor should complete the form. If you have been out of school and employed for some time, the form should be completed by your current employer. Recommendation forms completed by family members will not be accepted.
- Transfer Students** - (*Please see catalog for more information, Admissions Section.*)
  - Previous college **official** transcripts from **all** institutions of higher learning must be submitted. (*To be sent from the university/college in a sealed envelope to the Woodbridge Campus.*)
  - College Transfer Reference Form** - To be completed by the Dean of Students from the most recent college attended.
- Social Security** - Copy of your card.
- Resident Alien** – Copy of your card.
- W-9S Department of the Treasury Internal Revenue Service** - (The W-9S form is a “back-up” to the photocopy of your Social Security card. It goes in your file to “corroborate” that the copy of your card has your name and signature saying that this is who you say you are. It is also required for the college to send out end-of-the-year federal/IRS forms.)
- Writing Sample** (*To determine writing ability.*) Submit a one page **typed** essay on one of the following topics: “My Fondest Family Memory,” “The Best Vacation I Ever Had,” or “The Worst Job I Ever Had.”

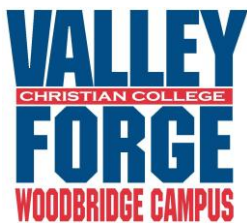
Once the above documents have been submitted and accepted the student can then complete a Registration Form to register for classes with the College Registrar.

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13909 Smoketown Road, Woodbridge, VA 22192 Tel: 703-580-4810 Fax: 703-580-4806

[www.vfcc.edu/woodbridge](http://www.vfcc.edu/woodbridge)

Press **on. FORGE ahead**



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### NOTES:

- A. **Computer:** A computer or access to a computer is required (see website [www.vfcc.edu/woodbridge](http://www.vfcc.edu/woodbridge) for computer requirements.)
- B. **FERPA** (Optional) Release Form  
The Family Educational Rights and Privacy Act of 1974.  
Rights to Privacy  
The Family Educational Rights and Privacy Act, commonly referred to as FERPA, provides certain privacy rights to students while permitting the college to release directory information without student consent. Directory information at VFCC includes, but is not limited to, the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above designated information is subject to release by the campus at any time unless the registrar has received a prior written objection from the student specifying information which the student requests not be released. No other information will be released without the written consent of the student, except as permitted by FERPA.
- C. International students are prohibited from working off campus and must maintain a minimum of 12 credit hours each semester.
- D. All materials submitted to the Admissions Office become the property of Valley Forge Christian College / Valley Forge Christian College Woodbridge Campus.

*If you have any questions, please do not hesitate to contact our office at (703) 580-4810.*

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