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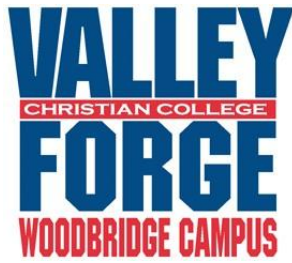
## INTERNATIONAL REQUIREMENTS FOR ADMISSION

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.

Any applicant who is not a U.S. citizen or permanent resident of the United States must complete all of the standard application requirements including (**all letters and documents must be in English and financial statements in U.S. dollars**):

1. **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). 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.
2. **Official High School Transcripts\*** - Request your high school **forward your official transcript** to the Admissions Office, Woodbridge Campus. (**To be sent from your school in a sealed envelope to the Woodbridge Campus.**)
3. **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.
4. **Transfer Students**
  - Transfer Reference form, to be completed by the Dean of Students from the most recent college attended.
  - Official transcripts\* of all college level work must be submitted to the Admissions Office. (To be sent from the university/college in a sealed envelope to the Woodbridge Campus.)

**\*International applicants must get their High School and College transcripts evaluated by the American Association of Collegiate Registrars and Admission Officer.** (Inquiries for International Education Services/Credential Evaluation Service - One Dupont Circle NW, Suite 520, Washington, DC 20036 | Tel: (202) 293-9161, ext. 4600.



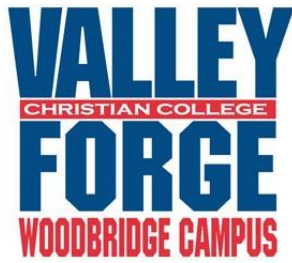
Transcripts are to be converted into U.S. Educational equivalents. Both the un-translated and translated documents must be submitted. Course-by-course evaluation is required to be considered for transfer credit. This report provides a breakdown of all post-secondary study in terms of the US credits, equivalents and grade point averages.

All educational documents must have a seal or signature from the school to be considered official. Please note that additional information needed for further research, such as a course syllabus may be requested. VFCCWC reserves the right to determine acceptability and/or placement of international academic credit. Evaluation by an international evaluation agency does not guarantee acceptance or use in the VFCC degree.

5. **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.”
6. **If English is not native language**, you must submit TOEFL (Test of English as a Foreign Language) test results. A score of at least 61 (internet-based exam), 173 (computer-based exam) or 500 (paper-based exam) is required for admission (for more TOEFL information visit [www.TOEFL.org](http://www.TOEFL.org)).
7. **Current statements from financial institution(s)** verifying \$17,000 on deposit at your bank. If you are being sponsored, an I-134 Affidavit of Financial Support from your sponsor(s) and statement(s) from financial institution(s) verifying \$17,000 is on deposit at the bank in the sponsor’s name.

The college will issue an I-20 if the student is accepted.

**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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**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.