

**APPLICATION for LIFE EXPERIENCE  
VALLEY FORGE CHRISTIAN COLLEGE  
Woodbridge Campus  
Woodbridge, VA 20109**

**Application Fee: \$25.00  
Price Per Credit Approved: \$80.00 (up to 18 credits)**

**Format of a Dossier**

Please follow this format carefully. Dossiers NOT completed in the following manner will be returned.

1. Covering Letter- This should state briefly what you are seeking in the way of credits. *It should include a clear outline or list of experiences for which you wish to receive credit and which classes would be the equivalent of your experience.*
2. Summary of Schools, Colleges, Universities and Professional Schools- List in chronological order all the schools you have attended to date and the dates you attended them. Official transcripts must be provided to us to substantiate the summary record. It is possible that you have already sent a transcript to the registrar. If you have done so, be sure that you have not overlooked any item that might aid the registrar in giving you transfer credit.
3. Summary of Seminars, Workshops, Service Experience and Training Sessions- The following may give you an idea of what we expect in the type of format for this summary:
  - Date(s)
  - Training Experience
  - Organization
  - Hours or weeks in Training

We will need substantiation by certificates, letters, service records, or other documentation indicating completion, content or substance of the educational experience. Some may be difficult to document, but the major portion needs documentation for our files.

*Note:* Part of the documentation should refer to the learning acquired in such experiences. It is imperative that learning acquired should be spelled out. In documenting learning experiences use affidavits from supervisors, teachers, and other personnel qualified to assess or to give an opinion and also describe the learning acquired yourself.

4. Summary of Work Experience- Beginning with your present fulltime work, list all of the positions that you have held. For part-time experiences, please list the years but

follow with the number of hours per week expended in the work experience. Please use the following format:

- Date(s) Employed
- Church/Company
- Job Title

This should be done on one page if possible since it is a simple summary of the detail you will provide in the next item.

Note: The part-time work experience summary should be separate from the fulltime work experience summary.

5. A detailed Description of Each Job Title- We will need a description of each job title listed in the summary (Item 4). It is important to have the responsibilities and duties involved listed for a given job title since it is relative to the work evaluation by the College and the committee. A typical format would be as follows:

- Date (s) Employed
- Church/Company
- Job Title
- Duties and Responsibilities

Following the detailed description of each job title write a brief summary of what you learned in the job warranting recognition. We will need a letter of verification from each employer listed simply stating the dates of your employment and the position you held. (This is not a letter of recommendation.)

6. Summary of Lecturing, Writing, Publications, and Professional Organizations- In preparing this summary indicate only those items which are applicable to your individual situation. If you have none, omit this section. In preparing these items, try to choose those experiences which will bear upon the credits which you need to get a degree at VFCC.

7. Summary of Activities in Social, Political, Religious and Community Enterprises- This is an indication of your participation in community like. If you were involved in various activities at different times in your life, give the years involved. One moves from one activity to another in life, yet in your historical record they have been a part of your education. You may include here those religious activities that are outside of your particular ministry. For example, if you are a pastor of a church, you should include here your experiences in ministerial groups. You should include dates, type of participation, and also document learning acquired. Associates and colleagues would be excellent sources for documentation. You should summarize your learning experiences to augment other documentation.

8. Details of the summary Record Given in Item 7- If involvement in some organizations has been extensive, it is relevant to spell this out in detail following the summary sheet.
9. Special Citations, Honors, or other Relevant Material- Material which is significant in education, training, achievement, or any other factors which the candidate feels has a bearing on the evaluation for a degree. Be sure to include items in this category if you feel the learning acquired bears upon the credits you wish to earn.
10. Reading List- Cite professional magazines, books, newspapers, flyers, pamphlets, and booklets which you have read and which resulted in a significant acquirement of knowledge and which would bear upon the credits you are trying to earn
11. Autobiography- 2-3 pages

#### General information

1. The only originals desired are those of transcripts. Certificates, records substantiating work experience, seminars, etc. should be copies and not originals. Also discharge certificates, citations, recognitions by letter should be copies not originals.
2. Do not number the pages.
3. All dossiers must be typed.
4. Please begin each of the above items on a separate page.

**Final Note:** Be sure you emphasize the learning acquired. Summarize your learning experiences and also acquire the affidavit from employers, supervisors, colleagues, etc. relative to your learning.