



# DISTANCE LEARNING DEGREE APPLICATION & ENROLLMENT

NEW COVENANT INTERNATIONAL

UNIVERSITY & THEOLOGICAL SEMINARY

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# N CIU's

## APPLICATION & ENROLMENT PROCESS

### STEP ONE •

Firstly, the candidate must review the awards and course offerings, from the Catalog or the on-line web-page information sections, and make a selection that fits within their desired goals.

### STEP TWO • •

When the student has made the decision to proceed further, it is highly recommended that the NCIU Degree Program Application and Enrolment form be completed (with all relevant documents, transcripts and resumes). This must be submitted to NCI University & Theological Seminary for evaluation.

### STEP THREE • • •

When the evaluation and assessment process is completed, NCI University & Theological Seminary will supply the candidate with two documents.

[A] The NCIU "Letter of Assessment & Offer" detailing the institution's reply recommends your pathway of learning and all costs to attain the desired degree award.

[B] The applicant also receives a single page "NCIU Letter of Acceptance and Payment" for completion and return to the office administrator.

## STEP FOUR • • • •

The candidate is then asked to review the Letter of Assessment & Offer within a 30 day period. Usually at this point, the candidate may wish to dialog with the faculty as to the nomination of specified text modules, and/or discuss off-campus tutorials that have been or could be integrated into the study pathway.

NCI University & Theological Seminary seeks to exercise wisdom by being spiritually, culturally and politically sensitive in such matters.

## STEP FIVE • • • • •

Once the student has prayed over the matter, received counsel from their spiritual advisors, and then if agreeable, they are required to sign, complete and return the Letter of Acceptance with the required payment for tuition.

Interest-free tuition payment plans are provided in the NCIU Letter of Assessment & Offer.

## STEP SIX • • • • • •

When the Administrative office has received the signed Letter of and the first tuition payment, a receipt and Student ID Card will be issued.

The ID card gives the student a registration code for inclusion on all college communications and academic work.

Once the tuition and fees receipt, plus the Student ID is issued, the student will be assigned an appropriate Adjunct-Professor/Mentor, and commence their exciting journey.

## DISTANCE LEARNING DEGREE APPLICATION INFORMATION

With our focus-designed one-on-one faculty mentoring at New Covenant International University & Theological Seminary, our goal is to teach individuals, not classes. By providing you with a unique one-on-one faculty/student learning experience based on a proven educational model, NCIU & TS allows you to achieve your goals using your own style of learning.

While many other online institutions seek to replicate the traditional classroom of one faculty member teaching many students at one time through alternative variations of the same methodology, NCI does not.

NCI has instead defined its own proven teaching style, one that caters to your needs, enhances your learning, and seeks to increase revelation knowledge that will bring significant benefit to your ministry focus.

There are many benefits of one-to-one mentoring, including-

- Study at your own pace using your individual learning style
- Receive personalized attention from your course faculty mentor when needed
- Work through a 'customized' curriculum pathway that is specifically molded to fit your personal ministry needs
- Save time and money with our no-residency requirements

The documents that you submit to the University will form the basis of NCI's evaluation for your past academic achievements and life experiences (RPL credit units).

It is important, therefore, that you supply all information requested, and adhere to our standardized documentation format in order that we may give you as balanced an assessment as possible.

We appreciate your compliance with this request. If everything is in order as requested, it speed up the process of making the assessment and enable us to respond to you with an official Letter of Assessment & Offer in a timely manner.

The Letter of Assessment & Offer will detail the assessment NCI has made of all of the information you supply us, and based upon that information, will provide you with a formal offer to enroll in the appropriate degree award study pathway.

The Letter of Assessment & Offer also provides details of all the costs involved to earn the degree award, subject to satisfactory completion of all the course modules outlined within the specified timeframes given.

If you decide to accept the Letter of Assessment & Offer provided by NCIU & TS, You will be required to sign a Letter of Acceptance, and return that to our office with the payment as outlined in your offer.

## DEGREE APPLICATION STANDARDIZED FORMAT REQUIREMENTS

1. Use only either 8 ½" X 11" or Metric A4 size page, according to the standard in your nation.
2. Line Spacing: Please use "One and a Half" (1.5 x) for your presentation, using this page as a model for margins.
3. Submit documentary evidence with your resume. Do not send originals unless requested – photocopies only. Please date and initial all copies.
  - Note: NCI understands the difficulties some applicants may encounter obtaining documentary evidence of prior achievement. NCI reserves the right to withhold both diploma or degree certificates until prescribed documentary requirements are satisfied or other arrangements agreed to.
  - Where documentary evidence of prior achievement is unavailable, the applicant is requested to present a statement of his/her academic attainment, witnessed in the presence of a Notary Public, Justice of the Peace, Juris Doctor, etc.
  - Examples of supporting documents: Educational reports, grade sheets, certificates and diplomas; Bible school or college reports, diplomas, ministerial and ordination certificates and licenses.
4. If you desire to apply for Advanced Standing status by practical ministry and/or life credits,
  - You must be currently involved in a functional role of Christian ministry or service
  - Verification of such ministry or service must accompany your application on official letterhead from the organization you serve
  - If you are not currently serving in a pastoral or associate ministry leadership function, you should request a covering letter from the senior pastor/minister or leader stating your role in the organization and length of service to date
  - You must include a bibliography of your library and identify 40 current texts that you have read completely.
5. Please use separate sheets of paper for each area of requirement.
6. Please include two (2) current passport-size photos of yourself with your application.
7. Please supply all the information requested on a Floppy Disk, CD or Email (using MS Word file attachments or similar), and keep a back-up file yourself in case postal services inadvertently lose your documentation. Always keep a back-up file!

Thank you for your cooperation in following our format. We will process your assessment information as quickly as possible.

We have asked for this information in order to build a background picture of you as a candidate, and to be able to personalize the necessary components of the course learning pathway best suited to you and your desires.

Our objective under the guidance of the Holy Spirit, is to help you become "thoroughly furnished unto all good works" (2 Timothy 3:17b KJV), so that you can achieve the goals and dreams that God has put in your heart.

**DEGREE APPLICATION  
PERSONAL INFORMATION AND RESUME**

Family Surname:

First or Given Name:

Middle or Second Name:

Title: Mr. Mrs. Miss Reverend Pastor Dr.

Date of Application:

Residential Address:

Passport/ID No.:

No; Apt; Street:

Town

Telephone Numbers - (Include country and area codes)

City/Zip

Home:

Country

Business:

Email:

Fax:

Postal Address (If different):

Cell:

Age:

Date of Birth:

Nationality:

Marital Status:

Citizenship:

If Married – Name of Spouse:

Age:

Spouse Date of Birth:

Is your spouse interested in enrolling in a diploma or degree program at this time?

YES .....If yes, please specify which one:

NO

Name(s) of Children:

Include gender and age:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Is your Primary Language (Mother tongue) English? YES/NO

If NO, what is your Primary Language (Mother tongue)?

Any Additional Languages spoken or written (specify):

- (a)
- (b)
- (c)
- (d)

## DEGREE APPLICATION YOUR EDUCATION HISTORY

Give a complete chronological history of your education, including significant vocational training seminars, church study programs and community service education schools.

All learning is considered valid learning in our journey of life.

NCI under Florida legislation seeks to validate all Recognized Prior Learning (RPL credit units) and where applicable, transfer those credits into the appropriate study program.

This transfer of life-related and other learning experiences is known as Advanced Standing status. Many advanced institutions today use this area of assessment to give greater recognition to the whole spectrum of "life-long learning" that takes place.

Please use separate sheets of 8-1/2" X 11" or A4 paper if more space is needed.

Dates	Educational Experience	Accomplishments & Awards
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## DEGREE APPLICATION YOUR VOCATION & WORK EXPERIENCE

Give full details of your secular work history in chronological order.

If your vocation required "in-house" or job-related training and qualification certification, please state nature and length of any courses undertaken, whether certified or otherwise.

If you served in the military and gained qualifications through that employment please state levels attained, as well as length of service.



If necessary, please use separate sheets of 8 1/2" X 11" or A4 paper to give more space.

Dates                      Position(s) Held                      Length of Service

**DEGREE APPLICATION  
WHY WE NEED EXTRA INFORMATION**

Because NCI University & Theological Seminary is a Christ-centered institution, we seek to provide quality education to Christian believers who are seeking to raise the level of their current spiritual formation.

This is accomplished through NCI's special distance-learning "kit-of-tools," designed by the faculty to do the work of Christ in the world in which we live, so that He can be glorified and His Kingdom extended.

The curriculum pathway we will "customize" for you, must achieve the following three objectives:

- Increase the passion of your heart
- Build understanding in your head, and
- Increase the skills of your hands

To assist these objectives in becoming a reality, NCI needs to know more about you as a unique person, rather than simply gathering education and vocational data.

Many people engage in the process of learning throughout their lifetime, but YOU are special, made in the likeness and image of God. Therefore as the faculty, we desire to help "polish the image" so that you achieve all that God has purposed for you.

## DEGREE APPLICATION YOUR CHRISTIAN EXPERIENCES AND SERVICE

1. Give a brief outline in chronological sequence (one or two pages) of your journey of finding Christ and becoming a Christian believer, as well as any significant spiritual events prior to your ministry or service commitment.
2. Give details of your sense of ministry calling and response to commitment in Christian Service.
3. Give details of your accomplishments and history in Christian Services. This requirement is not so you can "boast in yourself" but rather so you can share what has been done through the power of Christ working in you thus far. This will also assist the college in gaining a more accurate understanding of any ministry gifts that are functioning in your life.
4. Please be sure to list any leadership roles you have been privileged to serve in, including any churches pastored or new works pioneered, etc. It is also very helpful to us for you to list any ministry/teaching courses or material you have created, or practical assignments and field projects for others that you have developed and led.
5. Use separate sheets of 8-½" X 11" or A4 paper as needed.

## DEGREE APPLICATION YOUR CHARACTER DETAILS

1. Please submit two (2) character references, indicating your standing in the Christian community. Preferably, they should be from people outside your local congregation.
2. Please submit a letter from your pastor or pastoral supervisor acknowledging their support of your involvement in this program

## DEGREE APPLICATION WHY DO YOU WANT TO STUDY WITH NCI?

1. What is your primary goal in earning an academic award? Please give us a written understanding of your purpose in seeking further education and training - approximately 2-3 paragraphs.
2. Why do you want to complete a degree with NCI as opposed to any other institution?
3. Use separate sheets of 8-½" X 11" or A4 paper as needed.

## DEGREE APPLICATION YOUR READING HABITS & BIBLIOGRAPHY

If you are applying for Advanced Standing status, you must include a bibliography of your library listing at least 40 current books (title, author, publisher, date published, page count) that you have read completely.

This will help us gain further understanding of your focus in thinking and research direction

## DEGREE APPLICATION CHECK LIST & BACK-UPS

Now is the time to go back and check each section to make sure that you have completed all requirements.

When you have assembled all 10 sections plus supportive documents, scan and burn onto a CD for back-up storage, and send the scanned document by email to the administrative office.

## SO, ..... WHEN YOU ARE READY TO SUBMIT ....

Please forward your application and all related information to

Administrative Officer  
New Covenant International University  
7255 South Military Trail,  
Lake Worth, Florida 33463  
USA.

Email: [nciu.admin@newcovenant.edu](mailto:nciu.admin@newcovenant.edu)