

APPLICATION INSTRUCTIONS & CHECK LIST

1. Application

- _____ Complete all applicable areas/items of this application.
- _____ Include a small photograph of yourself.
- _____ Include a \$35.00 non-refundable application fee.

2. References

Fill in your name, address, and e-mail at the top of each Reference Form before distribution!

- _____ The Pastor Reference form should be completed and mailed to *Faith* by your pastor.
- _____ The Church Elder form should be completed and mailed to *Faith* by your Sunday school superintendent, Sunday school teacher, or church elder.
- _____ The Christian Friend form should be completed and mailed to *Faith* by a person, other than a fellow student, who knows you well.

3. Transcript Request

- _____ Complete one Applicant Transcript Request form and mail it to your high school counselor.
- _____ If you have earned credits from any credible, post-secondary institution, complete a second Applicant Transcript Request form and mail it to the registrar of that institution. Official transcripts and a current academic catalog from each post-secondary institution must be submitted as part of the application process.
- _____ Veterans, please have a copy of Form DD295 forwarded to *Faith's* Admissions office.
Completion of the current semester is not necessary before sending transcripts.

4. Medical

- _____ Certificate of Medical Examination: Have a physician complete the enclosed Medical Examination form and return it with Immunization Record to *Faith's* Admissions office.
- _____ Immunization Record: Please send a photocopy of your immunization record attached to the medical Examination form to *Faith's* Admissions office.

QUESTIONS? call 207-285-3373 ext. 237, fax 207-285-7505, or e-mail admissions@faithschool.org

Mail all application forms and application correspondence to:

Director of Admissions

Faith

29 Main Road

Charleston, ME 04422