



# LIFESTYLE INTERNATIONAL CHRISTIAN UNIVERSITY HEAD OFFICE

## Step-by-Step Overview

Please read carefully the following information/instructions. Once you have downloaded the applicable application materials and completed your personal application form and any other documents, you may submit your application to our office for evaluation. For any questions, please don't hesitate to contact our office! We look forward to hearing from you and serving you in your academic pursuits.

### Step 1. Student Application Form

Please fill in the student application form (*filling in every space and using N/A if needed*).

### Step 2. Recommendation Letters

Hand the two recommendation letters to your pastor and to another person who knows you sufficiently enough to be able to fill out this recommendation for you. Please don't forget to first indicate the information required on the top of both letters **before** you pass them on!

Be sure to receive them back in a **sealed envelope** in which they need to be forwarded to us together with the rest of your application material.

### Step 3. Providing School Documents

For students who have completed High School only:

- Send us an official copy of your high school graduation

For students who have gone beyond High School and like to receive possible credits for these years of study:

- Ask each institution to provide us with official transcripts, to be sent directly to our office for assessment. These transcripts need to show the type of studying, the time you attended and the grades/degrees you achieved. (*In order to avoid a £35/€50 reassessment fee all transcripts need to be received by the office within 60 days of your application date*)

**Note:** some institutions might charge a small fee for handling, administration and postage.

### Step 4. Application Completion

Submit all **completed** application material together with three passport photos and the application payment to our LICU head office (*please see address details on the form*).



- Complete Application form (3 pages)
- 1 Recommendation/reference letter from my pastor (mandatory)  
- in a sealed envelope
- 1 Other Recommendation/reference letter (from my workplace etc.)  
– in a sealed envelope
- Application fee & student’s handbook payment:  
£50/€75 (plus applicable postage & packing fee unless PDF option is chosen)
- 3 Passport photos

In addition (please submit one or the other):

- Proof of high school graduation (a photocopy is sufficient).  
**Or** (For those who have completed College, University or another form of Higher Education.)
- I have applied for official college transcripts to be sent to the LICU office (originals only).

**Note:** Please remember that your application will not be processed until **all the required documents have arrived** at this office. Thank you.

### Step 5. Additional Application for Ministers (optional)

Students who have been in the ministry for an admissible time have the opportunity to submit an additional form called Ministry Life Experience. This form is to recognize and award academic credits to students who have been ministering the Word of God for an admissible time.

LICU offers “**Ministry Life Experience Credits**” based on academic guidelines that allow you to apply for all your ministerial experience and receive up to 30 undergraduate credits and 9 graduate credits.

If you feel that you can show a number of years of preaching and/or teaching based on the Word of God you may fill out this form and return it with your student (or faculty) application to the LICU office for your formal assessment. Please also attach an MLE application fee of £25/€35 (this is separate to the application fee for the student or instructor application).

Upon completion of your assessment you will receive a letter stating the amount of MLE credit hours you are eligible for and the MLE award fee that you are being charged based on following calculation:

1 MLE undergraduate credit hour                      £8/€10  
with a maximum of 30 undergraduate credits hours

1 MLE graduate credit hour                              £11/€15  
with a maximum of 9 graduate credit hours



Please note that there are no MLE credit hours awarded for post-graduate (*doctoral*) students. For any questions please contact your LICU office and we will be glad to help you.

### **Step 6. Don't Forget**

Once our office has received your application form and payment, you will then receive the **student's handbook**, including a small handbook exam, which needs to be returned to our office as part of your enrolment process.

The application fee and student's handbook is available for a special price package of **£50** (*€75 for those living in countries with the Euro currency*) **plus £10/€15 for postage & packing** (*unless all materials are delivered as PDF copies only*).

*For any questions please contact your LICU office and we will be glad to help you.*

