

## ADMISSION FORM INSTRUCTIONS

### ALL APPLICANTS (Full-time, Part-time, and International):

1. Please submit completed admission form: a. In person at the office, or b. by post to the Registrar's Office or c. by email to enquiries@aoic.org.my
2. The following admission fee must accompany this application. Note: admission fee is non-refundable.
  - For local application, a fee of RM150.00 in cash or cheque (made payable to "Grace Equipping Sdn. Bhd)
  - For international application, a fee of US\$100.00 in bank draft (made payable to "Grace Equipping Sdn.Bhd)
3. Please include these supporting documents/items:
  - a. ONE recent passport-sized print or digital photograph to attach with the admission form.
  - b. References: two Character Reference forms to be completed by-
    - i a pastor/ denominational leader/ elder (preferably from your current church or denomination.)
    - ii a friend who has known you for more than three (3) years.  
*\*References from spouse, family members and relatives are not admissible.*
  - c. Applicant's brief statement of reasons for applying to the college.
  - d. Applicant's brief statement of what you believe God has called you to do when you complete your studies.
  - e. Applicant's short testimony of conversion to the Christian faith.
  - f. Copy of certificates, diplomas, degrees and latest educational transcript/s.  
*\*\* The college reserves the right to request for a certified true copy of educational documents.*
  - g. Copy of identification card (for local students).

### ADDITIONAL ITEMS FOR INTERNATIONAL APPLICANTS:

4. Photocopy of whole passport booklet.
5. English exam results, equivalent to TOEFL or IELTS standard (if English is not your first language).

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The above checklist will help you include all that is necessary for your application. Please complete all the steps above before sending in admission forms. Otherwise your acceptance may be delayed.

All non-English documents must be translated and notarized.

The admission application may not be valid if certified copies of original documents are not provided upon request.

**APPLICATION FOR ADMISSION**  Full-Time  Part Time

Please TYPE or WRITE LEGIBLY. All dates in Day/Month/Year.

A RM150.00 local application fee or US\$100.00 international application fee must accompany this application.

**ACADEMIC TERM (circle one):** Jan/ May/ Aug Year: \_\_\_\_\_

| Program applying for (tick one only)                                  | Program Credits |
|-----------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Certificate in Ministry                      | 36              |
| <input type="checkbox"/> Certificate in Bible and Ministry            | 48              |
| <input type="checkbox"/> Diploma in Theology                          | 72              |
| <input type="checkbox"/> Bachelor of Ministry in Pastoral Ministries  | 108             |
| <input type="checkbox"/> Bachelor of Ministry in Mission              | 108             |
| <input type="checkbox"/> Bachelor of Ministry in Pastoral Counselling | 108             |
| <input type="checkbox"/> Bachelor of Theology                         | 108             |
| <input type="checkbox"/> Master of Arts in Intercultural Studies      | 60              |
| <input type="checkbox"/> Master of Arts in Ministry                   | 60              |
| <input type="checkbox"/> Master of Arts in Pastoral Counselling       | 60              |
| <input type="checkbox"/> Master of Divinity                           | 99              |

**I. PERSONAL INFORMATION**

Dr  Rev  Pastor  Mr.  Mrs.  Mdm  Miss

Full Name: \_\_\_\_\_

(Full name as in identity card/passport)

Address: \_\_\_\_\_

(House #/Apartment #/Block)

(Street)

(City)

E-mail address: \_\_\_\_\_

(Country)

(Post Code)

Telephone: \_\_\_\_\_

(Home)

(Office x Ext)

(FAX)

(Handphone)

NRIC/ID No: \_\_\_\_\_

Passport No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Nationality/  
Ethnicity: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Salvation: \_\_\_\_\_

Have you received the baptism in the Holy Spirit? YES NO

Date of Water Baptism (immersion): \_\_\_\_\_

by Church (name): \_\_\_\_\_

Languages: \_\_\_\_\_

(spoken)

(written)

**II. FAMILY INFORMATION**

Marital Status: Single  Married: Date \_\_\_\_\_  Widowed  Divorced  Remarried

Spouse: \_\_\_\_\_

(Surname)

(Other name)

(Occupation)

Person to contact in case of emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Home)

(Office)

(Fax)

**iii. EDUCATION & EMPLOYMENT INFORMATION**

List all secondary, post-secondary education and special training (if any). *Copies of certs and latest transcripts must accompany this application form. It is your responsibility to request transcripts from the schools/colleges listed.*

| School/ Institution | Medium of Instruction | Dates Attended | Highest Standard Passed |
|---------------------|-----------------------|----------------|-------------------------|
|                     |                       |                |                         |
|                     |                       |                |                         |
|                     |                       |                |                         |
|                     |                       |                |                         |
|                     |                       |                |                         |

Please indicate your present and past employment (starting from the most recent)

| Name of Employer | Type of Work | Period:<br>From (year) To (year) |
|------------------|--------------|----------------------------------|
|                  |              |                                  |
|                  |              |                                  |
|                  |              |                                  |
|                  |              |                                  |

**IV. CHURCH AFFILIATION AND CHRISTIAN SERVICE**

Home Church Name: \_\_\_\_\_ Registered Church Member: Yes/No

Address: \_\_\_\_\_  
(Unit/Lot #) (Street) (City) (Postal Code)  
 \_\_\_\_\_  
(Country)

E-mail address: \_\_\_\_\_

Your Pastor's Name: \_\_\_\_\_ Denomination: \_\_\_\_\_

Are you making a vocational change into full time Christian ministry? Yes /No

Give details of your involvement or ministry in your local church and other Christian groups since becoming a Christian.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the information submitted in this application is true. If admitted, I agree to abide by the standards and rules of Alpha Omega International College and to cheerfully submit to those in authority. In addition, I understand that the highest standards of Christian character and behavior are expected of me.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_