

The Berkshire Institute for Christian Studies

P.O. Box 1888 • Lenox, MA 01240

Dear Applicant:

In this document you will find the information and forms that you need to apply for admission to the Berkshire Institute for Christian Studies.

Please fill out the application form, the autobiography form and the preliminary medical questionnaire, and mail them to the above address. Give the two recommendation forms to the individuals you have selected to recommend you, and submit the "High School Recommendation and Transcript Request Form" to your high school guidance office.

You must take the steps necessary to have these documents sent directly to the Institute by the people/organizations supplying the information. As a courtesy, please give those who are sending forms a stamped envelope addressed to: BICS • PO Box 1888 • Lenox, MA 01240.

As soon as we receive your application, autobiography and medical questionnaire, we will begin your file. Also include a recent photo of yourself. It will become a part of your permanent file and is, therefore, nonreturnable. Please remember, the file cannot be completed until we have all the documentation, including the above and the following:

- High school recommendation and transcript or GED diploma
- SAT or ACT scores
- Three recommendation forms
- College transcript (if applicable)
- \$25 nonrefundable processing fee

We are delighted that you are applying to the Berkshire Institute for Christian Studies. If you have questions or need assistance in completing the application, please call us at 413-637-4673 or email us at the address below. Otherwise, let us know as soon as possible what we can do to expedite your acceptance.

We pray that the Lord will guide you as you make this important educational decision.

Sincerely in His name,

George Karl, Jr.

Director of Recruitment and Admissions

Ph. 413-637-4673 • Fax 413-637-4676 • E-mail <info@berkshireinstitute.org>

EDUCATIONAL INFORMATION

List all high schools attended

Name of School	City	State
Name of School	City	State
Name of School	City	State

Graduation Date _____

Home Schooled Number of Years _____ Grade(s) _____ Graduation Date _____

Diploma received from: _____

Colleges Attended:

Name of College	Location	Dates Attended	Degree/Diploma
_____	_____	_____	_____
_____	_____	_____	_____

LIFE EXPERIENCE INFORMATION

List all school activities, honors, offices held, etc. _____

List all Christian service and activities. _____

List all hobbies and interests. _____

If you graduated from high school more than three months ago, what has been your major activity until now?

List employment, including part-time work (include nature and dates). _____

What is your vocational goal? _____

RECOMMENDATIONS

#1 Pastor's Name _____

#2 Employer or Business Acquaintance Name _____

PICTURE

Please include a recent photograph of yourself with this application. It will become a permanent part of your official file and is, therefore, not returnable.

To the best of my knowledge, the above information is complete and correct.

Signature _____ Date _____

THE BERKSHIRE INSTITUTE FOR CHRISTIAN STUDIES

P.O. Box 1888 • Lenox, MA 01240

Phone (413) 637-4673 • Fax (413) 637-4676

Confidential Recommendation Form #1

TO BE COMPLETED BY PASTOR

Name of Applicant _____

The following characterizations are descriptions of behavior. Please circle the description which most closely applies to the applicant. Further comments on the back of this page will help.

Table with 7 columns and 8 rows. Rows include: 1. Motivation (Purposeless, Vacillating, Usually purposeful, Effectively motivated, Highly motivated, Have not observed); 2. Industry (Seldom works, Needs constant pressure, Needs occasional prodding, Faithful, Seeks additional work, Have not observed); 3. Initiative (Merely conforms, Seldom initiates, Frequently self-reliant, Consistently creative, Actively, Have not observed); 4. Influence and leadership (Negative, Cooperative but retiring, Sometimes in minor affairs, Contributes in important, Outstanding, Have not observed); 5. Concern for others (Self-centered, Indifferent concerned, Somewhat concerned, Generally, Deeply and actively concerned, Have not observed); 6. Responsibility (Unreliable, Somewhat dependable, Usually dependable, Conscientious, Assumes much, Have not observed); 7. Integrity (Not dependable, Questionable at times, Generally honest, Reliable, dependable, Consistently trustworthy, Have not observed); 8. Emotional stability (Very unstable, Somewhat unstable, Usually well-balanced, Well-balanced, Exceptionally stable, Have not observed).

Has the applicant consistently maintained biblical moral character? Yes No

Has the applicant evidenced a consistent Christian experience? Yes No

Would you classify the applicant as faithful in church? Yes No

So far as you know, does the applicant use any of the following: Tobacco Yes No

Alcohol Yes No

Drugs Yes No

In so far as you know, is the applicant free from any police record? Yes No

How long have you known the applicant? _____ years _____ months

How do you recommend the applicant for admission?

enthusiastically strongly mildly with reservation I do not recommend

Signature _____ Print Name _____ Date _____

Church: _____ Denomination _____ Ph. (____) _____

City _____ State _____ Zip Code _____

THE BERKSHIRE INSTITUTE FOR CHRISTIAN STUDIES

P.O. Box 1888 • Lenox, MA 01240

Phone (413) 637-4673 • Fax (413) 637-4676

Confidential Recommendation Form #2

TO BE COMPLETED BY EMPLOYER OR BUSINESS ACQUAINTANCE

Name of Applicant _____

The following characterizations are descriptions of behavior. Please circle the description which most closely applies to the applicant. Further comments on the back of this page will help.

Table with 7 columns and 8 rows. Rows include: 1. Motivation (Purposeless, Vacillating, Usually purposeful, Effectively motivated, Highly motivated, Have not observed); 2. Industry (Seldom works, Needs constant pressure, Needs occasional prodding, Faithful, Seeks additional work, Have not observed); 3. Initiative (Merely conforms, Seldom initiates, Frequently self-reliant, Consistently creative, Actively, Have not observed); 4. Influence and leadership (Negative, Cooperative but retiring, Sometimes in minor affairs, Contributes in important, Outstanding, Have not observed); 5. Concern for others (Self-centered, Indifferent concerned, Somewhat concerned, Generally, Deeply and actively concerned, Have not observed); 6. Responsibility (Unreliable, Somewhat dependable, Usually dependable, Conscientious, Assumes much, Have not observed); 7. Integrity (Not dependable, Questionable at times, Generally honest, Reliable, dependable, Consistently trustworthy, Have not observed); 8. Emotional stability (Very unstable, Somewhat unstable, Usually well-balanced, Well-balanced, Exceptionally stable, Have not observed).

Has the applicant consistently maintained positive moral character? Yes No

So far as you know, does the applicant use any of the following: Tobacco Yes No
Alcohol Yes No
Drugs Yes No

In so far as you know, is the applicant free from any police record? Yes No

How long have you known the applicant? _____ years _____ months

How do you recommend the applicant for admission?

enthusiastically strongly mildly with reservation I do not recommend

Comments: _____

Signature _____ Print Name _____

Title: _____ Ph. (_____) _____ Date _____

City _____ State _____ Zip Code _____

THE BERKSHIRE INSTITUTE FOR CHRISTIAN STUDIES

P.O. Box 1888 • Lenox, MA 01240
Phone (413) 637-4673 • Fax (413) 637-4676

HIGH SCHOOL RECOMMENDATION AND TRANSCRIPT REQUEST

Name of Applicant _____ Address _____

I am applying to the Berkshire Institute for Christian Studies and request that this recommendation be completed and a transcript of my high school work be forwarded to the Institute. Thank you.

_____ Date

_____ Applicant's Signature

Recommendation of High School Counselor or Teacher:

1. In your estimation will the applicant be successful academically? Yes Probably No
2. In your estimation will the applicant be successful socially? Yes Probably No
3. Does the applicant have any handicaps of which the Institute officials should know in order to be of assistance following enrollment? Yes No If yes, please explain: _____

4. Do you have any reason to question the applicant's honesty or integrity? Yes No
If yes, please explain: _____

5. Applicant's rank in class: based on _____ semesters/quarters, exactly approximately
_____ in a class of _____.
Number Number

Your lowest numerical grade of A _____ B _____ C _____ D _____

6. Would you recommend this student to be admitted to The Berkshire Institute for Christian Studies?
 Recommend Recommend with reservations Do not recommend

7. Other comments: _____

Signature _____ Printed name _____

Title _____ Institution _____ Ph. (____) _____

Address _____ City _____ State _____ Zip _____

*Please do not return to applicant. Mail directly with transcript to: Director of Admissions
The Berkshire Institute for Christian Studies, P.O. Box 1888, Lenox, MA 01240*