

## FIRST YEAR INTERN APPLICATION

Application Checklist – (Please keep this page for future reference)

**Step One** – Submit all of the following materials in a portfolio to Elevate Life Church office.

Application review will commence once all materials are received.

1. Fill out application completely. Please take the time to read and complete all questions and denoted fields.
2. Have your Parents/Guardian complete the Parental Recommendation Form (for applicant to whom this does not apply, please contact our offices for further instructions on references). Applicants 21 years or older may opt to have an employer complete a recommendation in lieu of the parental form.
3. Submit **official sealed transcripts** from either high school, college or a GED certificate.
4. Include a recent photo of yourself, or email to [clayj@elevatelifelife.com](mailto:clayj@elevatelifelife.com).
5. Include the \$75.00 registration fee (please make checks payable to “Elevate Life Church” – do not mail cash). Applications received after – August 15, 2010 will be subject to an additional \$50.00 late processing fee.
6. Mail the above items postmarked by August 15, 2010 to: Elevate Life Church, 8500 Teel Parkway, Frisco, TX 75034. Please contact our offices for questions regarding late application procedure.

**Step Two** – Apply for a passport at your local post office (or online) if you do not already have one. This will enable you to travel internationally during the year and must be completed before orientation day. Mission trip schedules should be available by August 27, 2010.

**Step Three** – Once all materials have been received and reviewed by the Elevate Leadership College staff, we will contact you for a personal interview. For applicants who live in the Dallas/Fort Worth area, we require an “in-person” interview. Out of state/country applicants will be permitted to hold a phone interview. Our staff will prayerfully consider each applicant before a decision is made regarding your application.

**Step Four** – Once acceptance has been determined, we will contact you and mail you an acceptance e packet with further information and instructions. We will also mail you an invoice for the required down payments, along with tuition and housing forms (if necessary) for you to complete and return to us. Tuition and housing down payments must be received with their corresponding forms prior to Friday, August 27, 2010 to: Elevate Life Church, Accounting Department, 8500 Teel Parkway, Frisco, Texas 75034.

**Step Five** – Intern registration commences on Friday, September 10, 2010. (Details will be included with acceptance packet). Parents are invited to attend this first weekend of activities.

Applications may be mailed directly to the Elevate Life Church office at 8500 Teel Parkway, Frisco, Texas 75034. If you have any questions you can call our offices at (214) 387-9833. If emailing is easier you can send your questions to [clayj@elevatelifelife.com](mailto:clayj@elevatelifelife.com).