

## ADMISSION REQUIREMENTS & APPLICATION PROCEDURES

### Minimum Requirements

**Age:** All students applying for admission to the Bookkeeping Career Institute (BCI) must be at least 18 years old at the time of enrollment.

### Non-Discrimination

Equal opportunity for admission and participation in the school's programs shall be extended to all persons regardless of race, color, religion, ethnicity, national origin, sex, marital status, height/weight ratio, disability, veteran status, sexual orientation, or age provided the minimum age requirement has been met.

### Application Fee

There is a **\$30.00**, non-refundable fee to apply to the school. Full payment of the application fee must be submitted with the completed application.

### Application Procedure

1. Complete the application form on the next two pages.
2. Attach a copy of valid ID (acceptable forms are listed on the application form).
3. Send completed application, copy of ID and application fee to the following address:

**Bookkeeping Career Institute / Admissions**  
**7150 SW Hampton St, Suite 201**  
**Portland, OR 97223**  
**Fax: 503-659-2186**  
**Email: [admissions@bookkeepingcareerinstitute.com](mailto:admissions@bookkeepingcareerinstitute.com)**

Incomplete applications or applications received without the required ID and/or fee will not be accepted.

4. Once your complete application, ID and application fee have been received, you will be contacted by a school official to schedule your test.

## APPLICATION FOR ADMISSION

Please print and use blue or black ink only.

First	Middle Initial	Last	
Street Address			
City	State	Zip	County
Mailing Address <input type="checkbox"/> Same as Street Address			
City		State	Zip
Phone		Cell	
Email Address			

Date of Birth	/	/	
SSN #	-	-	

Are you a U.S. Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
National Origin?		

Which form of valid ID will you include with your application? (Copy required with application. Must be current; expired ID will not be accepted.) *Check One*

- U.S. Passport or U.S. Passport Card
  Driver's license  
 ID card issued by federal, state or local government agency or entity, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

### Previous Application/Attendance

- Have you ever applied to this school before?  Yes  No When? \_\_\_\_\_  
 Have you ever attended this school before?  Yes  No  
 Did you complete the program?  Yes  No  
 If you did not complete the program, what was the reason? \_\_\_\_\_

### General Information

- Gender: (optional) \_\_\_\_\_  
 Are you a U.S. Veteran?  Yes  No  
 Ethnic Category: (optional)  Not Hispanic or Latino  Hispanic or Latino

Race: (optional)

- Caucasian  African American  Hispanic  
 American Indian/Alaskan Native  Asian  
 Pacific-Islander/Native Hawaiian  
 Unknown/Non-Responsive  Other \_\_\_\_\_

**Previous Education**

High School \_\_\_\_\_  
 Diploma      Name of School      City, State      Year

GED \_\_\_\_\_  
 Year

Post-Secondary Education *Check all that apply.*

- Have not attended college       Associate Degree  
 Some college       Bachelor Degree  
 Certificate program at community college       Master’s Degree  
 Private career school certification/diploma       Doctorate or Professional Degree  
 Apprenticeship training       Other \_\_\_\_\_

List the name and location of the post-secondary institution(s) you attended.

\_\_\_\_\_  
 Name of School / City, State      Year(s) Attended      Degree or Certificate

\_\_\_\_\_  
 Name of School / City, State      Year(s) Attended      Degree or Certificate

**Related Experience** *(Not required to be admitted to the school.)*

Do you have any prior accounting knowledge/experience?     No     Yes    If yes, please describe.

\_\_\_\_\_

\_\_\_\_\_

**I am pursuing admission for the following reason:** *(Choose one)*

- Career Preparation and Employment       Advanced Training / Continuing Education  
 Personal Development / Self Improvement

**I intend to enroll in the following program(s):**

- Financial Accounting Fundamentals       Payroll Accounting Fundamentals       QuickBooks Fundamentals

I certify that all statements on this application and accompanying documents are complete and true. I also understand that if I am admitted and do not enroll for the “start date” to which I am admitted, I may need to reapply for admission. I understand that submitted materials will not be returned or duplicated.

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**A non-refundable \$30.00 application fee**, payable to The Bookkeeping Career Institute must accompany your application. An applicant whose check is returned for insufficient funds will be charged an additional fee of \$35. No application is processed without payment of the application fee.