



ADMISSION PROCESS

Admissions Checklist Year 2024 - 2025

1. **Complete and submit an application form online.** You may print the application form, complete it, attach to an email and send it back to us at registrar@dcibin.com or apply online at <https://www.dcibin.com/apply-online>.
2. **Pay your application fee of \$50 (without scholarship) or \$25 (with scholarship),** after you submit your application via PayPal, credit or debit card or international wire transfer. You may also email the office to pay with a different format if preferred.
3. **Submit your high school diploma (HSD),** or request for your high school transcript, or your latest diploma, degree and or certificate, to be sent to DCIBIN. **OR** Take the DCIBIN entrance exam (contact the admissions office at admin@dcibin.com and request to take the Placement test). You can use your post high school diploma or a degree if preferred.
4. **Submit a letter of recommendation** from a clergy or mentor on an official letterhead. You can upload this on your application or email it to us at registrar@dcibin.com.
5. DCIBIN will review your application and respond with an offer letter of admission.



Corporate Office Address: 3045 Symmes Rd Unit E, Hamilton, OH 45015, U.S.A
Phone: (513) 883 4867 E-mail: registrar@dcibin.com Website: www.dcibin.com



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Enrollment (After you have been admitted to the School)

6. Upon receipt of your admission letter, **show proof of your identity** with any of the following:

- State Identification card
- Driver's license
- Passport
- National ID Card
- Voter's registration card
- Birth certificate
- Social Security card
- Company ID

7. **Enrollment Fee:** Upon receipt of your Tuition invoice via e-mail, You may Pay your tuition in full or you can pay your Enrollment Fee by paying 15% of your tuition and complete a flexible payment plan (FPP) on the remaining balance of your tuition. ***(If you are a scholarship recipient, you must pay your part of the tuition owed before the office of Student Aid will apply your scholarship to your remaining balance. You will be notified when this is processed.)***

8. Purchase recommended textbooks and or lesson materials.

9. Upon receipt of your student ID and account access information, set up your student electa account by completing your profile information and review all enrollment files.

10. Attend student orientation to familiarize yourself with DCIBIN and all that pertains to your student and academic life prior to the beginning of classes. You will ne notified of your orientation session upon enrollment.

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