

Applying to Grace Institute

Application Process

1. Meet initial requirements
2. Attend an Open House, fill out an application, and complete an essay
3. Interview
4. Submit paperwork

Initial Requirements

Grace Institute has four initial requirements that you have to meet.

- High School Diploma or GED

Exceptions:

If you attended school in a different country, please have your diploma translated into English. If you attended college courses, we will accept your college transcript in lieu of your high school diploma

- English fluency
- Eligibility to work in the United States
- Familiarity with basic computer functions and minimum 20 wpm typing speed (Evening program only)

Interview

Once you fill out your application and write your essay, you will have the chance to meet one-on-one with a member the Grace Institute administrative staff to discuss your education and work experience and your goals in coming to Grace. You'll also have a chance to ask any questions you may have about Grace. At that time, some applicants may be asked back to take a standardized reading, math, and language assessment test and a typing test.

Submit Paperwork

To finish your application, you must submit certain paperwork. **We will review your application only after you submit your completed application and all paperwork.**

To complete your application, submit the following items:

1. Letter of Recommendation: Your letter of recommendation should not be from a friend or relative. Here is a list of individuals you may ask:
 - Current supervisor
 - Past employer
 - Community group leader
 - Teacher, PTA Coordinator, Principal
 - Social Worker
 - Counselor or advisor
 - Mentor
 - Pastor, Reverend, Rabbi, etc.
2. Copy of High School Diploma or GED
3. Resume

Application Review & Decision

Applications will not be reviewed until all materials have been received.

If your contact information changes once the application has been submitted, please notify the admissions department to update your file.

Admissions Checklist:

- Application & Essay
- Interview
- Resume
- Recommendation letter
- Copy of high school diploma or GED
- Copy of green card (if applicable)