Endorsement Instructions

1. Go to endorse.byu.edu
2. Click on **Student**
3. You will be taken to the Sign In page. You must enter your Net ID and Password and then click on **Sign In**
4. Choose “English Language Center (ELC)"

![Dropdown menu with options]

5. Click on **Next**
6. You will now begin with **Step 1: Choose Current Ecclesiastical Leader.** You will be given 3 options to choose from:

- **LDS:** You will search/select your LDS Bishop/Branch President/Mission President.
- **Non-LDS:** You can interview with the LDS Bishop/Branch President/Mission President of the Unit in which you reside.
- **Non-LDS:** You can print a form and take it to your Ecclesiastical Leader.

- If you are a member of the LDS church, choose the first option.
- If you are not a member of the LDS church but want to be interviewed by an LDS church leader, choose the second option.
- If you are not a member of the LDS church and want to be interviewed by your own church leader, choose the third option.

**Instructions for LDS members:**

1. You must find your Bishop/Branch President/Mission President. Click on **Search** to find your leader. You may search by ward/branch name, or you can type in the name of your Bishop/Branch President/Mission President.
2. Once you have entered your ward/branch name, or the name of your Bishop/Branch President/Mission President, click on **Search**.
3. If the results are correct, click on **Select**. If the results are not correct, click on **Back** and try again. If you are unsure where your ward is, or who your leader is, you may click on **Click here** to search by location.
4. Once you have your leader selected, click on **Next** at the bottom right hand corner of the screen.
5. You will now be on **Step 2** of the endorsement process: **Honor Code Review.** Please read through carefully ALL of the information reviewing the Honor Code. For specific information about the Honor Code at BYU, click on **BYU Honor Code** at the bottom left hand corner of the screen.
6. Once you have carefully reviewed the honor code, click on Next at the bottom right hand corner of the screen.

7. You will now be on Step 3 of the endorsement process: Agree to the Honor Code. Please read carefully through ALL of the information. If you agree to live by these standards, click on I commit to live the Honor Code. Remember that this is your electronic signature indicating your agreement to the principles and spirit of the Honor Code.

8. You will now be on Step 4 of the endorsement process: Schedule an Interview. Before you schedule an interview, you must print out 2 (two) copies of the instructions. To print out the instructions, click on Print Instructions and print 2 copies of the instructions. You will take one of the instructions to your first interview, and the other to your second interview.

9. Schedule an interview with your Bishop/Branch President/Mission President.

10. Once you have scheduled an interview, click on Next at the bottom right hand corner of the screen.

11. You will now be on Step 5 of the endorsement process: What Next? Please read carefully through all of the information.

12. If your Bishop/Branch President/Mission President does not have access to the Internet, you may print out a form and take it with you to the interview. He will then mail it to the Admissions Office at BYU. To access this form, click on Print Form.

13. Once you have read through the information, click on Finish at the bottom right hand corner of the screen.

14. You will then be directed to this screen:

15. You have finished the online process! Remember to take the instructions with you to your first interview.

16. After you have had your first interview, you must schedule your second interview. Please refer to the table below to see who you must schedule your second interview with:

<table>
<thead>
<tr>
<th>Endorsement Type</th>
<th>First Interview (Level 1)</th>
<th>Second Interview (Level 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New (LDS)</td>
<td>Bishop/Branch President</td>
<td>Stake Presidency</td>
</tr>
<tr>
<td>New (LDS in remote area)</td>
<td>Please Call CES Admissions for Instructions 801-422-5000</td>
<td></td>
</tr>
<tr>
<td>New (Current Missionary)</td>
<td>Mission President</td>
<td></td>
</tr>
<tr>
<td>New (Non-LDS)</td>
<td>Own Clergy</td>
<td>Chaplain</td>
</tr>
<tr>
<td>New (Non-LDS, remote)</td>
<td>Local LDS Bishop or Branch President</td>
<td>Chaplain</td>
</tr>
<tr>
<td>New (Non-LDS in remote areas)</td>
<td>Please call CES Admissions for Instructions 801-422-5000</td>
<td></td>
</tr>
<tr>
<td>Continuing students applying to a new Program or Transferring to another CES Institution</td>
<td>Considered a &quot;new&quot; endorsement requiring two interviews</td>
<td></td>
</tr>
<tr>
<td>Continuing (LDS)</td>
<td>Bishop/Branch President</td>
<td></td>
</tr>
<tr>
<td>Continuing (Non-LDS)</td>
<td>Chaplain, Own Clergy or Local Bishop</td>
<td></td>
</tr>
</tbody>
</table>

17. Once you have had your second interview, you have completed the Ecclesiastical Endorsement part of your application. Your status will remain “In Progress” until your church leaders have made a decision.