

APPLICATION GUIDELINES for MEMPHIS THEOLOGICAL SEMINARY

Rev. 9-07

The application materials you need to provide are determined by the program for which you apply.

If you apply as a **degree-seeking** student (MAR or MDiv), you will need to provide:

- the \$35 application fee
- a completed grey application form
- official transcripts from each and every college, university, and graduate school you have ever attended
- three completed reference forms; one each from a clergy person, a lay person, and an academician
- a personal essay as detailed on the application form (**SEND TWO COPIES**)
- the "Goals for Theological Education" form

If you apply as a **non degree-seeking** student, you will need to provide:

- the \$35 application fee
- a completed grey application form
- official transcripts from each and every college or university you have ever attended
- the "Goals for Theological Education" form

If you are a **former student** of MTS, whether or not you graduated, you will need to provide:

- a completed green Application Form for Former Students
- official transcripts from any college, school, or graduate school you attended since you were last enrolled at MTS
- (possibly) a brief essay detailing God's work in your life since you were last enrolled at MTS
- the "Goals for Theological Education" form

If you apply as an **auditor** (not seeking academic credit)

- complete a purple Auditor's Application Form
- provide the \$10 application fee

A note on application forms

Please complete as much information as possible. Blank spaces will delay and possibly prevent your admission. Race, gender, and other personal information are **required** by the government and will not affect your admission. The "Goals for Theological Education" is for the Academic Advisor assigned to you.

A note on transcripts

To be official transcripts must be mailed to the MTS Admissions Office directly from your former school.

We need transcripts from every school (beyond high school) you have attended, even if you only took one class. Requests for transfer of any relevant Graduate credit should be made by applicant prior to application deadline.

A note on reference forms

Please only use the reference forms provided by the MTS Admissions Office.

References from members of your family are not acceptable.

Your academic reference should come from someone who has taught you on the college level or higher.

If none of your former professors are still living, a reference from a professor who knows you well may suffice.

If your academic reference is not properly qualified your application will not be accepted.

A note on placement testing

If you have been informed that you need to undergo placement testing, please provide all application materials at least one month prior to the application deadline.

A note on application deadlines

Application deadlines each year are August 10 for the fall semester, January 10 for the spring semester, and May 31 for the summer terms. Please note that only transfer students may enter MTS during a summer term.

QUESTIONS?

If you have questions concerning MTS or the application process, contact the Admissions Office
(901) 458-8232 1-800-822-0687 fax (901) 452-4051 admissions@memphisseminary.edu

**Mail all Application Materials to:
Admissions Office
Memphis Theological Seminary
168 East Parkway South
Memphis, TN 38104-4395**

INSTRUCTIONS

- Fill in all blanks on this form as completely as you can. This application form must be complete to be accepted. **Forms with blank spaces will be returned.** Your potential for graduate level work is assessed in part by how carefully you complete this form.
- Enclose the application fee of \$35.00. This fee is non-refundable. Applications are not accepted without the application fee.
- Deadlines for application are: Fall semester - August 10; Spring semester - January 10; Summer term - May 31.
- Request official transcripts of your academic record to be sent directly to the Admissions Office at M.T.S. from each college, graduate school and/or seminary you have attended. If you apply before graduation, you should request that the partial transcript be sent to M.T.S. as soon as possible. **Final approval for admission is dependent upon receipt of the final official transcript indicating degree received and date awarded.**
- Complete sections I and II of the three student reference forms and sign them. Give the forms to the persons who will be providing references. **References from members of your family are not acceptable.**
- Enclose a personal essay of **three to five typed, double-spaced pages** containing: (1) a brief biography; (2) a narrative of your spiritual journey; (3) your reasons for wanting to study at a theological seminary; (4) your perceptions of key issues confronting the church in the world today. **(SEND TWO COPIES)**
- Complete the "Goals of Theological Education" form to be used by your Academic Advisor.
- You will receive written notification of approval or disapproval of your application. Approved admission is valid for one year after the original proposed semester of enrollment. Thereafter, a new application is required.

Attach a small photograph here.

FOR OFFICE USE ONLY	
Date Received _____	Fee _____
Required Documents	
Photograph _____	Goals of Theo. Educ. _____
Undergraduate transcript	References:
GPA _____	Clergy _____
Graduate transcript	Academic _____
GPA _____	Lay _____
Personal Essay _____	Admitted: _____

Please type or legibly print your responses. (CHOOSE ONE IN EACH CATEGORY)

DEGREE YOU ARE SEEKING:

- Master of Divinity
 Master of Arts in Religion (check track below)
 Lay/Prof. U.M. Deacon Academic Studies
 Non-Degree

STATUS:

- Full Time
 Part Time

ANTICIPATED ENROLLMENT: 20__

- Fall Semester
 Spring Semester
 Summer Semester

Date of Application _____, 20__

PERSONAL INFORMATION

Name _____
 Last First Middle Preferred Name (Nickname)

Present Mailing Address _____
 Street number or box

County City State Zip E-mail address

Social Security Number _____ Home Phone (_____) _____

Date of Birth _____ Daytime Phone (_____) _____

ANSWER ALL QUESTIONS IN THIS BOX. This information is used only for government reporting and statistical analysis.

Are you a veteran? Yes No

Are you (check ONE):
 U.S. Citizen Resident Alien
 Other (specify citizenship): _____

Gender _____ Marital Status _____ Race _____

Spouse's Name _____ Number of dependent children _____

Person to contact in case of emergency (NOT your spouse):

Name Relationship (_____) Home phone
 Street number or Box City State Zip (_____) Work phone

Official name of your denomination (be exact) _____ Ordained Clergy? Yes No

If you are a candidate for the ministry, are you approved by your judicatory/association? Yes No. If yes, give the name and address of the person responsible for approving your education.

Name _____ Complete Address (include zip code) _____

REFERENCES

List the names and addresses of persons who will provide references. Reference forms are included with this application packet. **Be sure you sign each form** and indicate whether or not you waive your right to access, then give one to each of the persons you list below.

Clergy _____

Name _____ Complete Address (include zip code) _____

Academic _____

Name _____ Complete Address (include zip code) _____

Lay (not a relative) _____

Name _____ Complete Address (include zip code) _____

ACADEMIC BACKGROUND

List your complete record of formal academic study **after high school**, including any institution in which you are currently enrolled. (Attach a separate sheet if necessary.)

Institution	Dates Attended	Major Field	Degree/Date
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Describe any academic or other honors received.

EMPLOYMENT BACKGROUND

List your employment background for the past ten (10) years, including military service if applicable. (Attach a separate sheet if necessary.)

Name of Employer	Location	Position	Dates of Employment
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HEALTH

Please describe any physical or emotional limitations or learning difficulties, of which the seminary should be aware.

FINANCES

How do you plan to finance your seminary education? _____

Do you expect to need financial aid for educational purposes? Yes No

(If you intend to apply for federal financial aid, you should do so as soon as possible after your admission is approved.)

I certify that the information given on this form is true and correct to the best of my knowledge and belief. Furthermore, if I am admitted I agree to be bound by the rules, regulations, and policies of the seminary as contained in The Student Handbook.

Signature of Applicant: _____ Date: _____

Return application to:

Office of Admissions

Memphis Theological Seminary Phone (901) 458-8232
168 East Parkway South (800) 822-0687
Memphis, TN 38104 Fax: (901) 452-4051

www.memphisseminary.edu

As a matter of policy, Memphis Theological Seminary does not discriminate among applicants on the basis of race, creed, gender, ethnic origin, or handicap.

STUDENT REFERENCE FORM

MEMPHIS THEOLOGICAL SEMINARY

I. REQUEST (to be completed by applicant)

This form is to serve as my clergy lay academic reference (undergraduate or graduate level only)

_____ has applied for admission to Memphis Theological Seminary for the _____ term, 20____, to pursue a _____ degree, and has given your name as a reference. We would appreciate your careful, candid, and complete assessment of the applicant. Please note whether the applicant has or has not waived the right to access to this document.

II. WAIVER (to be completed by applicant)

I, the undersigned, waive do not waive my right of access to this document.

Signature _____ Date _____

III. EVALUATION (to be completed by person providing recommendation)

You are asked to rate the applicant on the following characteristics, qualities, and attitudes. On a scale of five, five is the highest rating and one is the lowest. Check the appropriate box. If you have insufficient knowledge of the person for a rating on a given item, check IK.

	5	4	3	2	1	IK
Performance of assignments and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoughtfulness of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An inquiring mind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for graduate/professional study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(over)

IV. ADDITIONAL COMMENTS (to be completed by **person providing recommendation**)

1. Please comment on the applicant's suitability for and promise as a minister/lay worker in the church.

2. How would you characterize the applicant as to emotional maturity and stability?

3. What is your assessment of the applicant's religious orientation and experience in the life of the church?

4. Comment on any problems, limitations, or handicaps, or other factors which might adversely affect the applicant's performance as a student at Memphis Theological Seminary.

Signature _____ Date _____

V. Personal Information (to be completed by **person providing recommendation**)

Please print or type

Your name	_____
Your Address	_____
City, State, Zip	_____
Daytime Phone	(_____) _____
Your occupation	_____
Your employer	_____

Return to: **Admissions Office**
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Ability to handle stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for graduate/professional study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Signature _____ Date _____

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Your occupation _____

Your employer _____

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(over)

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3. What is your assessment of the applicant's religious orientation and experience in the life of the church?

4. Comment on any problems, limitations, or handicaps, or other factors which might adversely affect the applicant's performance as a student at Memphis Theological Seminary.

Signature _____ Date _____

V. Personal Information (to be completed by person providing recommendation)

Please print or type

Your name _____

Your Address _____

City, State, Zip _____

Daytime Phone (_____) _____

Your occupation _____

Your employer _____

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168 East Parkway, South
Memphis, TN 38104-4395

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Office Use Only

Advisor

Goals of Theological Education

Name _____

Date _____

In order to assist the faculty in advising and evaluating your needs, please answer each of the following questions in a concise paragraph. You have the option of using a separate sheet if you prefer.

1. What are your academic goals in seeking a theological education at MTS?

2. What are your spiritual expectations for your seminary experience?

(over →)

