



## International Students Application Supplement for Admission to Reformed Theological Seminary

Thank you for requesting information about Reformed Theological Seminary (RTS). In order for you to be aware of the requirements for admission to RTS, we are enclosing information which will help you to determine whether or not you are eligible to apply for admission.

**NOTE: PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY. There is critical information in this document regarding 1) admission application requirements 2) the financial aid application process, and 3) instructions for the documentation of support required for the issuance of an I-20 in the event you are accepted to a degree program. You should keep this document for future reference.**

**Please complete the STATEMENT OF FINANCIAL RESOURCES form, the FINANCIAL SUMMARY, and the EDUCATIONAL BACKGROUND form and return them to our Admissions Office.** Please understand that every student must be prepared to provide a substantial portion of his or her financial support from sources that **do not include** the grants and scholarships available through RTS. Also, since RTS is a graduate school offering Master and Doctoral degrees, all applicants are required to have a four-year undergraduate college or university degree.

### **I. Establishing English Language Proficiency.**

The value of the educational experience at RTS is dependent upon the student's ability in the use of the English language. The Seminary is a graduate school of theology, and the lectures and assignments require an adequate level of English language proficiency. Therefore, all applicants who are non-native English speakers must submit at the time of application a score of not less than 550 on the Test of English as a Foreign Language (TOEFL). For the computer administered exam, a score of 213 is the equivalent of 550 on the written exam, 231 is the equivalent of 575, and 250 is the equivalent of 600, and a score of 80 on the IBT test is equivalent to 550 on the written exam. **The Test must include the Writing Section (TWE)** which is included in the September, October, March, and May administrations.

- A. To register for the TOEFL/TWE test, applicants may contact:  
TOEFL/TWE SERVICES  
P.O. Box 6151  
Princeton, NJ 08541-6151 USA  
Telephone: 609-771-7100
- B. **The institutional code for RTS is 1646.**
- C. RTS provides no English language testing to meet admissions requirements. The Certificate of Eligibility (I-20) needed for obtaining a student visa in the United States requires certification that the admitted student is proficient in English. This certification must be on the I-20 form at the time the student appears at the Embassy for a visa. The Admissions office at the seminary will document this certification based on the scores reported for the TOEFL/TWE.

- D. Students who score between 550 and 600 on the TOEFL must take the summer English Language Institute (ELI) program designed to increase the student's competency in English and introduce the student to American culture. ELI offers five 8-week courses per year.
- E. Students scoring between 550 and 600 on the TOEFL must begin their studies at RTS at the beginning of the Fall Semester. Students who score 600 or more may enroll at the beginning of any semester.

## II. Admission to Masters Degree Programs

Applicants must complete the following to apply for admission and send to the Admissions office not later than six months prior to the expected date of entry:

1. Application Form, including statements #41 and #42
2. Application Fee: Masters: US \$75; D.Min.: \$75.00
3. Academic, Pastoral and Personal References
4. Transcripts from all colleges/universities attended showing degrees received
5. Approval for Study: Applicants outside of the United States and Canada must provide an official letter or statement from your local or regional denominational body indicating
  - 1) their desire for you to pursue theological education
  - 2) their desire for you to serve as part of that body when you complete your degree program.
6. TOEFL/TWE score of a minimum of 550/213 of the computer based TOEFL
7. Documentation of financial support if an F-1 visa is required
8. *Doctoral programs only:*
  - a. Approval for Study (an official letter or statement from your local or regional denominational body indicating their desire for you to pursue theological education and for you to serve as part of that body when you complete your degree program).
  - b. Personal and Professional Profile Form
8. Photograph
9. Financial Resources, Financial Summary, and Educational Background

## III. Applying for Financial Aid

Upon notification of acceptance to a degree program, applicants may request a financial aid application from the Admissions office. Students who have neither completed the application process (including a qualifying TOEFL/TWE score) nor been accepted to a degree program will not be considered for financial aid.

**To be ensured of consideration for the next academic year, the financial aid application, along with documentation for the non-RTS portion of applicant funding, must be received in the Admissions office no later than January 1.** Therefore, international applicants seeking financial assistance from RTS are advised to begin the admission application process *at least 12 months* before their intended fall term of enrollment.

**The maximum RTS scholarship pays tuition for the regular academic year only.** It does not cover summer school. In addition to the scholarship, potential earnings from on-campus work (a maximum of 950 hours/year) can be included as part of the financial support documentation required on the I-20 form. The I-20 form is the Immigration and Naturalization Service document that educational institutions issue to

international applicants enabling them to apply for student F-1 visas. *The balance of the required financial support must come from non-RTS sources.*

Reformed Theological Seminary seeks to award the available scholarship funds each year to applicants who have already secured the balance of their financial support from their native churches, missionary societies, and other sources. This arrangement fosters accountability of recipients to their sending churches/organizations and efficient stewardship of God's provision for all involved. *Therefore, the Scholarship Committee specifically looks for applicants **who have already documented the balance of their support**, preferably a substantial portion of it from their native sending organizations.*

An international student who is awarded financial aid in his/her first year of study at the Seminary may anticipate a similar award each subsequent year until his/her academic program has been completed (provided, of course, that academic eligibility and proper INS student status is maintained). However, every student is required each year to submit an application for financial aid to the Admissions Office. Financial aid will be given only for the minimum amount of time required to complete one degree. The minimum time requirements for completion of the various programs of study are:

Master of Arts - 2 years  
Master of Divinity - 3 years

In some cases, due to prior graduate study in another institution, a degree program may be completed in a shorter time than the normal required number of years. In that instance, financial aid will be given only for the length of time, which is actually required to complete one degree program.

#### **IV. Financial Support Requirements**

The estimated total monetary requirements for *each year* of study including tuition for the regular academic year (summer tuition not included) and all living expenses including housing, insurance, fees, books, food, and personal expenses are:

<u>Single</u>	<u>Married</u>	<u>Family</u>
\$28,000	\$33,000	\$33,000 + \$2,000/child

U.S. Immigration regulations do not allow students holding an F-1 visa to work in the community. An F-1 student may apply for a campus work scholarship job. This involves working 10 hours each week, and it will provide approximately \$2,000 during each academic year. Spouses and children of F-1 students are not allowed to work in the United States, either in the community or on campus. Within approximately one month of receiving the necessary financial documents, the I-20 form will be sent to you.

#### **V. Obtaining a Student Visa**

To be eligible for entry into the United States for Seminary study the completed *Statement of Financial Resources* form with the attached documentation must be sent to the Office of Admissions.

If you are the one providing the balance of your support, you must submit official bank certification\* of funds on deposit in a readily accessible account. If other sources are providing that support, they must submit *directly to the Admissions office* 1) bank certification\* of funds available for your use, and 2) a letter specifying both the *amount in US\$* that they are committing to your support and the *duration* of that support.

**If you are awarded a scholarship, the balance (non-RTS portion) of your funding for your first year of studies must be placed on deposit in your RTS student account before an I-20 will be issued to you.** A deadline date will be given to you in your award letter for accepting the offer and sending your first year's balance of funding. After that date, the Committee may award those funds to another applicant.

\* Bank certification is an official document that must be issued by the bank or other financial institution where the funds are deposited.

## **VI. SEVIS Requirements**

Every International student is required to register with the Student and Exchange Visitor Information System (SEVIS). This is an online service of the U.S. Immigration and Customs Enforcement Agency, which collects, maintains and manages information about international students during their stay in the United States. Upon receipt of the I-20 form, you will need to fill out the SEVIS I-901 and pay a fee of \$100. This is required before a consular or DHS official can make a decision about your visa. The I-901 form can be filled out online at [www.fmjfee.com](http://www.fmjfee.com). For more detailed information about SEVIS and the requirements pertaining to the I-901 fee, see their website at: <http://ice.gov/graphics/sevis/index.htm>.

## **VII. Arriving in the United States**

Upon arrival in the United States, the student should report to the Admissions office to receive basic orientation to the Seminary campus and have visa documents checked. Questions regarding United States immigration laws and procedures may be clarified at that time. Prior to arrival in the United States, questions of this nature may be clarified by calling the Admissions office. We eagerly look forward to your arrival and time of study here with us!

---

# Statement of Financial Resources

## Instructions for completing the Statement of Financial Resources:

- 1) Complete this form and return it to the Admissions Office. Please be precise, as this information will be used to complete U.S. Immigration and Naturalization Service Form I-20. *This form is only necessary for students who wish to obtain an F-1 student visa.*
- 2) Attach a bank statement or official letter verifying the personal financial resources listed below.
- 3) Attach letters of support from all persons and organizations that will be providing financial resources during your time of study in the U. S. These letters must specify the **amount of money** and **number of years** for which the support will be given.

1. Name \_\_\_\_\_

2. Street Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Country of Residence \_\_\_\_\_

4. Country of Citizenship \_\_\_\_\_

5. Country of Birth \_\_\_\_\_

6. Date of Birth (month/day/year) \_\_\_\_\_

7. Marital Status \_\_\_\_\_

8. If Married, Spouse's Name \_\_\_\_\_

9. Spouse's Family Name, (if different from yours)  
\_\_\_\_\_

10. Spouse's Country of Citizenship \_\_\_\_\_

11. Spouse's Country of Birth \_\_\_\_\_

12. Spouse's Date of Birth \_\_\_\_\_

13. Number of Children \_\_\_\_\_

14. For Each Child, List The Following:

1. \_\_\_\_\_  
Family Name                      First Name                      Date of Birth                      Country of Birth                      Relationship to you (son or daughter)

2. \_\_\_\_\_  
Family Name                      First Name                      Date of Birth                      Country of Birth                      Relationship to you (son or daughter)

3. \_\_\_\_\_  
Family Name                      First Name                      Date of Birth                      Country of Birth                      Relationship to you (son or daughter)

Attach a separate sheet for additional children.

15. Degree Program \_\_\_\_\_

16. Expected Date of Arrival in the US \_\_\_\_\_

17. Expected Date of Graduation \_\_\_\_\_

### Projected Resources for one Year

\_\_\_\_\_ Cash/Savings account  
 \_\_\_\_\_ Checking account  
 \_\_\_\_\_ Aid from family  
 \_\_\_\_\_ Aid from churches  
 \_\_\_\_\_ Other gifts  
 \_\_\_\_\_ Loans  
 \_\_\_\_\_ Scholarships (non-RTS)  
 \_\_\_\_\_ Grants (non-RTS)  
 \_\_\_\_\_ Any other source (Please Specify)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**TOTAL RESOURCES**

### Assets

(all items owned by you or your spouse with a value over \$500)

\_\_\_\_\_ Home  
 \_\_\_\_\_ Computer  
 \_\_\_\_\_ Car  
 \_\_\_\_\_ Other property  
 \_\_\_\_\_ Stocks  
 \_\_\_\_\_ Bonds  
 \_\_\_\_\_ Money market  
 \_\_\_\_\_ Other investments (Please Specify)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**TOTAL ASSETS**

### Projected Expenses per Month

Budget Item	Projected Monthly Budget	RTS Estimate: Single	RTS Estimate: Married, No Children	RTS Estimate: Married, 1 or more Children
RTS Tuition		1193	1193	1193
Books		93	93	93
Rent		245	490/630	490/630
Food		183	364	468+
Utilities		92	194	236+
Medical insurance		68	218	303+
Life insurance		11	30	41+
Auto insurance		83	125	125
Auto expense		110	198	198
Laundry		16	16	21+
Medical		35	72	157+
Incidentals		65	87	130+
Other (specify)				
<b>Total Expenses</b>		<b>\$2194</b>	<b>\$3080/3220</b>	<b>\$3455/3595+</b>
<b>Total Need</b> (Total Expenses minus Total Resources)				

## Guidelines for Financial Aid:

1. RTS, in a typical year, raises funds from churches, foundations and individuals to pay for approximately 65% of the cost of educating each student. Tuition accounts for about 35% of the cost. In addition to the 65% provided, the Seminary offers three different types of financial assistance (apart from International Student Grants). An eligible student may receive Grants or participate in a Partnership (but not both) in addition to Work Scholarship.
  - a. **Grants** - Students who qualify for a grant receive a credit toward tuition. Grants are applied directly to the student's account and are normally pro-rated over the academic year (four ninths for the fall semester, one ninth for the winter term, and four ninths for the spring semester). Grants for summer sessions are normally awarded to Summer/Winter M.A. candidates only.
  - b. **Partnerships** – RTS participates in several partnerships that represent financial assistance for students. These partnerships are not based on full-time status but are based on financial need. However, each student must be approved for a given partnership, and approval is based upon completion of the Financial Aid Application by the appropriate deadline. *Partnerships are approved in lieu of Grants and are available all year long, including the summer term.*

Church Partnership Program: Please refer to the separate sheet for guidelines and instructions regarding the Church Partnership Program. If you wish to seek approval for this program, please note this below. Also note that students participating the Church Partnership Program are not eligible for additional grants.
  - c. **On-campus work** - Work scholarship recipients are awarded part-time employment, normally 10-15 hours per week at \$7.25 per hour. Earnings are paid monthly to students for hours worked. The continuation of on-campus work depends upon satisfactory performance of the assigned responsibility.
2. Full-time international (F-1 or non-resident) students who receive **any** form of financial aid or on-campus employment from the seminary are **required** to maintain insurance coverage for their **families**. Students may continue their own insurance coverage or enroll in the seminary's student plan.
3. The Seminary expects each student to supply his financial obligations in the following ways:
  - a. Before enrolling, each student should raise adequate support from outside sources: his home church and denomination, people to whom he has ministered, friends and family, clubs and foundations, etc. This important part of preparation is easiest for a student to do **before** he enrolls. Contact the Admissions office if you need assistance with support raising.
  - b. The seminary generally expects students to use their saving and investments – though not all their home equity – toward their seminary expenses.

---

**Applicants may attach a separate page to communicate other pertinent information that might be helpful in assessing your financial resources if necessary.**

---

**Indicate which (if any) RTS financial aid programs for which you wish to receive consideration.**

I wish to receive consideration for financial aid. I have also requested aid from a sending church or denomination in my home country.

I wish to participate in the church partnership program. I understand that I will be ineligible for additional grants.

---

**I certify that this is an accurate reporting of my finances for the period specified above and that I will notify the office of student life of any changes with regard to this report. I have also read and understand the above information and instructions:**

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

**I certify that I am not a citizen or resident of the United States or Canada and that I will return to my country of citizenship upon graduation from Reformed Theological Seminary to serve the Christian church there. (Students from Canada do not need to sign below.)**

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

## FINANCIAL SUMMARY for International Applicants

Please read the entire International Student Application Supplement before completing this form.

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Degree Interest: \_\_\_\_\_

---

---

Please check one:

- I have sufficient financial resources to pay for all my expenses while studying at RTS.
- I plan to apply for financial aid from RTS, and I have sufficient money to provide for the additional expenses that I will need to pay for while attending RTS.
- I do not have sufficient financial resources to pay for my expenses while studying at RTS.

---

---

PROJECTED RESOURCES FOR 1 YEAR in U.S. dollars	PROJECTED EXPENSES FOR 1 YEAR [circle one]
---	---

Family gifts	\$ _____	<b>A. Single</b>	\$28,000
Church gifts	\$ _____		
Other gifts	\$ _____		
Loans	\$ _____	<b>B. Married</b>	\$33,000
Scholarship from other sources, <b>NOT RTS</b>	\$ _____	<b>C. Family</b>	\$ 33,000 + 2000 per child
Savings Accounts	\$ _____		
Checking Accounts	\$ _____		

TOTAL EXPENSES      \$ \_\_\_\_\_      TOTAL RESOURCES      \$ \_\_\_\_\_

# EDUCATIONAL BACKGROUND

1	2	3	4	5	6	7	8	9
Calendar Year	Age	Year in School	Level	Type of School	Full Name of School	Location of School	Language of Instruction	Certificates, Diplomas, or Degrees Earned
___ to ___		1						
___ to ___		2						
___ to ___		3						
___ to ___		4						
___ to ___		5						
___ to ___		6						
___ to ___		7						
___ to ___		8						
___ to ___		9						
___ to ___		10						
___ to ___		11						
___ to ___		12						
___ to ___		13						
___ to ___		14						
___ to ___		15						
___ to ___		16						
___ to ___		17						
___ to ___		18						

Applicants must complete columns 1 through 9 (IN FULL) to be considered for admission.

Name \_\_\_\_\_

## Instructions for completing the Educational Background form

**Column 1** On each line write the appropriate calendar years (e.g. 1970-1971) for every school year you attended.

**Column 2** Write your age at the time you attended each school. If you were 6 years old when you attended school for the first time, write “6” on the first line. Continue by writing your correct age for each grade you attended.

**Column 3** Number the years you attended school. Your first year in number 1, your second year in number 2, etc. You must account for every year. If you were out of school for a length of time it must be noted. Allow one line for each year

**Column 4** For each school year enter the standard grade, form, class, sixieme, cinquime, dexte, or whatever may be the name of the class level that you attended that year.

**Column 5** Write the kind of school you attended (e.g., Kindergarten, Elementary, Grammar School, Secondary School, Grundschule, Volkshule, Mittelschule, Gymnasium, Lycee, Colegie, Ecole Superieur, Teacher’s College, University, etc.)

**Column 6** Enter the name of each school you attended.

**Column 7** Write the city, town, or village where each school you attended is located. Include country as well if school is located in another country other than your citizenship.

**Column 8** Write the language used in class by teachers.

**Column 9** Write the name of any examinations you passed or certificates, diplomas, or degrees you obtained at the end of that school year

Certified English translations of supporting documents from the secondary level and above must be sent directly to RTS.