

Application Procedure

We are pleased that you are interested in applying for admission to Reformed Theological Seminary. This website will help you in the process. You will find all of the forms and materials needed to apply. If you have any questions, the Admissions staff will be happy to help you. Let us know how we can be of service.

Marriage and Family Therapy, Doctor of Ministry, and Doctor of Missiology applicants should request a Personal and Professional Profile form from the Admissions office if that form is not included in this packet.

1. WHEN TO APPLY

Persons seeking admission should apply no earlier than one year or later than three months before the semester they expect to enter. All new applicants may enter at one of five times per year:

July (Summer Greek)
August (Fall Semester)
January (Winter Term)
February (Spring Semester)
June (Summer Term)

Entry into the Masters of Arts in Marriage and Family Therapy (Jackson) and Master of Arts in Counseling (Orlando) begins in the Fall for full-time students. The first round of fall MFT and MAC applications goes to review February 1. After February 1, applications are reviewed on a rolling basis until the program is full.

2. COMPLETING THE APPLICATION FORM

Please complete the application form, answering questions 41 and 42 on separate pages (typed). These essay questions will not only provide the Admissions Committee with important information about you as a prospective student, but will also demonstrate your writing ability. Enclose the appropriate application fee and a recent photograph.

3. ACADEMIC TRANSCRIPTS

Please request an official transcript from each college or university where you completed 6 or more semester hours (even if posted on subsequent transcripts). You should *specifically request* that the transcripts be sent directly to the **Admissions office**. Remember *you* must make this request.

4. REFERENCES

Reformed Theological Seminary requires references from a former professor, your pastor, and a friend. Please give the appropriate reference form and a return envelope to those from whom you are requesting references. References should be mailed directly to the Admissions office by the persons completing the forms.

5. INTERNATIONAL STUDENTS

Applicants for whom English is a second language must submit a TOEFL score of not less than 550 for the Master of Arts and Master of Divinity degree programs, and not less than 575 for the Master of Theology and Doctor of Missiology degree programs. All international students with TOEFL scores greater than 550, but less than 600, must attend the RTS Summer language and orientation program before beginning their program of academic study in the Fall term.

Applicants must also provide an educational history as well as documentation of financial support by submitting the International Student Application Supplement. International students

who plan to apply for financial assistance from RTS are advised to begin the application process *at* least 18 months before their intended Fall term of enrollment.

6. OTHER REQUIREMENTS

The Admissions Committee will examine the credentials submitted to determine each applicant's suitability for admission. Admission may be granted on the basis of these credentials alone, or the committee may also require one of the following:

- ⊖ A personal interview.
- ⊖ An entrance examination in any subject the committee deems basic to seminary study.
- ⊖ The Graduate Record Examination
- ⊖ A psychological and/or aptitude test.
- ⊖ A sample research paper.

7. APPLICATION CHECKLIST

Sent by Applicant:

- ⊖ Application Form
- ⊖ Appropriate Application Fee
- ⊖ Statement of Faith
- ⊖ Call to Christian Service (not required for Special Student applicants)
- ⊖ Personal and Professional Profile (MFT and DMin only)
- ⊖ Recent Photo

Sent by Others:

- ⊖ Pastoral Reference
- ⊖ Academic Reference (not required for Special Student applicants)
- ⊖ General Reference (not required for Special Student applicants)
- ⊖ All necessary transcripts
- ⊖ GRE (MFT only)
- ⊖ TOEFL (international applicants only)
- ⊖ MDiv (ThM and DMin only)

8. RETURN ALL APPLICATION FORMS TO:

Reformed Theological Seminary
Admissions office
5422 Clinton Boulevard
Jackson, MS 39209-3099
1.800.543.2703 or 601.923.1670
admissions.Jackson@rts.edu

After You Apply

Applications are received by the Admissions office throughout the year. However, entry into programs of the seminary normally occurs in July (Summer Greek), August (Fall Semester), January (Winter Term), February (Spring Semester), and June (Summer Term). When an application is received, the following order of services is followed:

1. PROCESSING YOUR APPLICATION

Upon receipt of the application form and fee, any previously received application materials are pulled from the miscellaneous file, and an individualized file is assembled. At that time, written notification of outstanding application materials is sent to the applicant. **No further written notification will be sent.** Thereafter, the applicant is encouraged to follow-up periodically on

the status of their application by contacting the Admissions office and, if need be, their references and educational institutions.

2. NOTIFICATIONS REGARDING ACCEPTANCE

RTS has a rolling admissions policy. That is, as soon as your application is complete, your file will be submitted to the Admissions Committee for review, and you will subsequently be notified by letter of their decision. (Please refer back to “When To Apply” for further information regarding the MFT program.)

3. TUITION DEPOSIT

Upon receipt of a letter of admission, a letter of intent to register should be forwarded to the Admissions office along with a non-refundable tuition deposit. (See tuition and fee schedule for tuition deposit costs.) The tuition deposit will be applied toward your first term’s tuition costs and will hold your place in the incoming class.

4. FINANCIAL AID

An Application for Financial Aid may be requested and submitted following receipt of a letter of admission. Contact the Admissions office regarding the financial aid application **deadline** for the semester in which you wish to enroll.

5. SEMINARY HOUSING

Priority for seminary housing is based on the date your tuition deposit is received by the Admissions office. Housing applications will be mailed to all interested applicants, and housing assignments will be made based on the availability of housing units. Therefore, this application should be returned as soon as possible.

6. FACULTY ADVISOR

Applicants who are admitted to RTS are assigned a faculty advisor to assist in planning their academic program in keeping with their career goals.

7. PRE-REGISTRATION

One month to two weeks before classes begin, incoming students should pre-register for classes online at www.rts.edu. Please see the RTS catalog regarding the normal class schedule for each program.

8. QUESTIONS

Please feel free to direct any questions to the following offices. The phone number is 601.923.1670 or 1.800.543.2703 or send an email to admissions.jackson@rts.edu.

- Application and admissions procedures *Admissions Office*
- Transfer credit *Registrar*
- Seminary housing *Office of Student Housing*
- Off-campus housing. *Admissions Office*
- Medical insurance *Admissions Office*
- Payment schedules *Business Office*
- Course selection *Admissions Office or
Faculty Advisor*
- Employment *Admissions Office*
- Opportunities for spouses *Admissions Office*
- Financial aid *Admissions Office*
- Career placement *Field Education Office*

We look forward to corresponding with you.

9. MATRICULATION CHECKLIST

- Submitted letter of intent with appropriate tuition deposit.
- Requested and submitted financial aid application before deadline (if necessary).
- Submitted housing application (if necessary).
- Pre-Registered online.