

APPLICATION

FOR ADMISSIONS



RTS

WASHINGTON DC



A mind for truth. A heart for God.

APPLICATION PROCEDURE



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

Please note: an online version of the application is available. If you wish to apply online, please go to <https://www.rts.edu/onlineapplication>.

WHEN TO APPLY

RTS has a rolling admissions policy; however, persons seeking admission should apply at least four weeks before their intended term. Applicants may enter at summer, fall, winter, or spring semesters.

COMPLETING THE APPLICATION FORM

Please complete the application form. On a separate page, please type the following:

1. A comprehensive account of your conversion, your relationship to the Lord Jesus Christ, your understanding of and commitment to historic Christian doctrine (e.g. as summarized in the Apostles Creed and Nicene Creed), and your ministry experience in and/or outside the church (approximately 350-1400 words, double-spaced).

Note: Applicants who do not hold to historic and orthodox Christian doctrine (as summarized for example, in the Apostles Creed and the Nicene Creed) may be admitted as Special Students only (up to 18 hours of courses).

2. A careful explanation of your reasons for wishing to pursue a course of theological study (approximately 350-700 words, double-spaced). (Special Student applicants may omit this essay.) This will not only provide the Admissions Committee with important information about you as a prospective student but will also demonstrate your writing ability.

ACADEMIC TRANSCRIPTS

Please request that each college or university where you have completed 6 or more semester hours send an official transcript of your work to the Admissions Office.

All transcripts must be sent directly to RTS by each institution, even if the work appears as transfer credit on another transcript.

REFERENCES

Reformed Theological Seminary requires references from your pastor, a former professor and a friend. Please be sure to fill out and sign the top portion on the front page of each reference form before giving it out. Please give each designated reference form directly to those from whom you are requesting a reference. References should be mailed directly to the Admissions Office by the person completing the form.

INTERNATIONAL STUDENTS

Applicants for whom English is a second language must submit a TOEFL score not less than 550 (paper), 213 (computer), or 79-80 (internet) for most Master of Arts and Master of Divinity programs. Those scoring between 550 and 600 are strongly encouraged to attend language training before beginning their academic program of study. Applicants must also provide an educational history as well as documentation of financial support by submitting the International Student Application Supplement. Those who plan to apply for financial assistance from RTS are advised to begin the application process at least 18 months before their intended term.

NOTIFICATION OF ADMISSION

RTS has a rolling admissions policy. That is, as soon as all required application materials are received, the committee will review your file and you will be notified of the decision within 1-2 weeks. If there is any delay in receiving one or more of your required references or transcripts, you will be notified.

FINANCIAL AID

Financial Aid will be awarded only after admission has been granted. For more details on this process, call 800.639.0226 .

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 or more of the following:

1. A personal interview
2. An entrance examination in any subject the Committee deems basic to seminary study
3. The Graduate Record Examination
4. A psychological and/or aptitude test
5. A sample research paper

For additional admission information, please consult the RTS catalog.

APPLICATION FOR ADMISSION



RTS ADMISSIONS OFFICE

Return all application forms to:

Reformed Theological Seminary, Admissions Office
1028 Balls Hill Road, McLean, VA 22101
admissions.washington@rts.edu

800.639.0226
TEL 703-448-3393
FAX 703-738-7389

PLEASE SELECT DESIRED DEGREE PROGRAM – RTS/WASHINGTON DC:

- Master of Divinity Master of Arts (Religion) Certificate in Bible/Theology
 *Master of Divinity Diploma

* A diploma is reserved for applicants who have not completed an accredited bachelor's degree.

SELECT ONE IF APPLICABLE

- I am applying as a Special Student. This means I am interested in taking up to 18 credit hours without declaring a degree program.
 I am applying as a Visiting Student (I am a student at another graduate institution and wish to take a course at RTS and transfer the credit to my current degree program).

PLEASE COMPLETE THE APPLICATION BELOW.

Name: _____
First Middle Initial (if applicable) Last

Maiden Name (optional): _____ Name you prefer: _____

Present Address: _____
Number & Street City State Zip Country

Permanent Address: _____
Number & Street City State Zip Country

Phone Numbers: Home (_____) _____ Work (_____) _____
Cell (_____) _____ Email: _____

Date of Birth: _____ Race (optional): _____

Country of Birth: _____ Country of Citizenship: _____

Sex: Male Female Marital Status: Not Married Married—Spouse's Name _____

Name(s) & Age(s) of Children: _____

PRESENT EMPLOYMENT

Company Name _____

Position/Occupation _____ Duration in current job _____

Are you a veteran? No Yes – Please state military service, dates, ranks: _____

A mind for truth. A heart for God.

CHURCH MEMBERSHIP

Name of Church _____

Presbytery/Associations (optional) _____ Specific Denomination _____

Ministerial Status (if applicable, optional) Under Care Licensed Ordained

Name of body granting this status _____

Do you plan to seek ordination to the pastoral ministry? Yes No Unsure

EDUCATIONAL BACKGROUND

(Applicant is responsible for making sure an official transcript from each school listed below is sent directly from that institution to the RTS Admissions Office.)

College _____ From/To _____ Degree _____

College _____ From/To _____ Degree _____

College _____ From/To _____ Degree _____

Seminary _____ From/To _____ Degree _____

Grad School _____ From/To _____ Degree _____

Grad School _____ From/To _____ Degree _____

Have you previously applied to RTS? No Yes

Give dates and campus _____

Have you previously been enrolled at RTS? No Yes

Give dates and campus _____

Are you applying to another seminary, graduate school or RTS campus? No Yes

If yes, which one(s)? _____

Have you ever been divorced? No Yes

If yes, please explain. _____

Have you ever been refused admittance or re-admittance by school? No Yes

If yes, please explain. _____

Do you have any communicable diseases? No Yes

If yes, please explain. _____

Do you have any health condition that would limit your ability to pursue full-time graduate study? No Yes

If yes, please explain. _____

Have you suffered from any nervous or mental disorder? No Yes

If yes, please explain. _____

Have you ever had extreme financial difficulties or been insolvent or bankrupt? No Yes

If yes, please explain. _____

Have you ever been convicted of a crime or pled guilty to a violation of any federal, state, county, military or municipal laws?
 No Yes (Note: in most jurisdictions, "Driving while intoxicated" (DWI) and "Driving under the influence" (DUI) are criminal offenses.)

If "yes", please list the date and place of the offense, the charge and the deposition. _____

Are there any situations in your life that might make the candidacy for your degree program questionable? No Yes

If yes, please explain. _____

EXPECTED ENROLLMENT

On-campus enrollment date: _____
(semester/year)

Initial enrollment will be in distance education: _____
(month/year)

If "checked" please indicate anticipated start on campus: _____
(semester/year)

WHEN YOU RETURN THIS FORM, PLEASE ALSO ENCLOSE THE FOLLOWING ITEMS.

1. A recent photograph with your application. (optional)
2. Non-refundable application fee: \$75 (the special student or visiting student fee is \$40)

By check: make payable to RTS

By credit card: Please complete the following.

Amount _____ Credit card type _____

Credit card # _____ Expiration date _____

Name on card _____

3. Please type a comprehensive account of your conversion, your relationship to the Lord Jesus Christ, your understanding of and commitment to historic Christian doctrine (e.g. as summarized in the Apostles Creed and Nicene Creed), and your ministry experience in or outside the church (approximately 350-1400 words, double-spaced). Note: Applicants who do not hold to historic and orthodox Christian doctrine (as summarized for example, in the Apostles Creed and the Nicene Creed) may be admitted as Special Students only (up to 18 hours of courses).
4. Please type a careful explanation of your reasons for wishing to pursue a course of theological study (approximately 350-700 words, double-spaced). (Special Students may omit this essay.)
5. **Transcript(s):** An official transcript from each institution where 6 or more credit hours have been completed must be mailed directly to RTS Washington DC at: Reformed Theological Seminary, 1028 Balls Hill Road, McLean, VA 22101.
6. **References:** Distribute the following forms to the appropriate references, instructing them to return the references directly to RTS. Please list the names and phone numbers of the references below. You may also provide email addresses for references and we will send an email to them asking them to complete the reference online. (Special Student applicants submit Pastoral References only.)

PASTORAL

Name _____ Phone _____ Email _____

ACADEMIC

Name _____ Phone _____ Email _____

GENERAL

Name _____ Phone _____ Email _____

Signature of applicant _____ Date _____

PASTORAL REFERENCE



► **PASTOR:** *Please return this form directly to the RTS Admissions Office. Do not return this form to the applicant.*

RTS ADMISSIONS OFFICE

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1028 Balls Hill Road, McLean, VA 22101
admissions.washington@rts.edu

800.639.0226
TEL 703-448-3393
FAX 703-738-7389

INSTRUCTIONS TO THE APPLICANT: *Please complete the top section of this form before distributing the form.*

Name of applicant (please print): _____

has applied for admission to the _____ program.

This statement of evaluation will be maintained in confidence by the Reformed Theological Seminary for admission consideration. Under the federal Family Education Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. You have the option to waive your right to access these records.

- I waive my right to review this reference. I do not waive my right to review this reference.

It is also your option of granting permission for a representative of RTS to contact the reference directly concerning this recommendation.

- I grant permission for contact. I do not grant permission for contact.

Applicant's Signature: _____ Date: _____

INSTRUCTIONS TO THE REFERENCE: *Please fill in the requested information as you feel qualified. Mail the completed form to the address above. Thank you for your part in this important phase of the applicant's life.*

How long have you known the applicant? _____ In what capacity and how well have you known the applicant? _____

What are the applicant's strengths and personal abilities? _____

List areas in which you feel the applicant may need help as a student. _____

What is your perception of the applicant's commitment to Christ and to Christian living? _____

What is your perception of the nature and focus of the applicant's call to Christian service? _____

(Continued on other side.)

P A S T O R A L R E F E R E N C E

Below are several characteristics that could affect the applicant's success in graduate studies and his or her subsequent career. Please evaluate the applicant, indicating your degree of support in each area by checking the box to the right of each characteristic listed.

	Not Observed	Weak (Lower 25%)	Fair (Middle 50%)	Good (Top 25%)	Excellent (Top 10%)	Outstanding (Top 2%)
A. Commitment to Christ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Christian character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ability to accept criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Academic aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Attitude toward others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Marital relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What degree of success in graduate school would you predict for the applicant?

- Below average Average Above average Superior

Please list any reasons why the applicant would be hindered in pursuing a theological degree? _____

Please offer additional comments on the applicant's abilities for graduate studies. _____

Overall, I recommend this applicant to Reformed Theological Seminary:

- With highest endorsement. With an above average endorsement. With an average endorsement.

With the following reservation: _____

- I do not recommend this applicant for admission at this time.

Your name (Please print) _____ Date _____

Title _____ Institution _____

Address _____

Daytime Phone _____

Signature of Reference _____

ACADEMIC REFERENCE



▶ *Please return this form directly to the RTS Admissions Office. Do not return this form to the applicant.*

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Applicant's Signature: _____ Date: _____

INSTRUCTIONS TO THE REFERENCE: *Please fill in the requested information as you feel qualified. Mail the completed form to the address above. Thank you for your part in this important phase of the applicant's life.*

How long have you known the applicant? _____

In what capacity and how well have you known the applicant? _____

What are the applicant's strengths and personal abilities? _____

List areas in which you feel the applicant may need help as a student. _____

(Continued on other side.)

ACADEMIC REFERENCE

Below are several characteristics that could affect the applicant's success in graduate studies and his or her subsequent career. Please evaluate the applicant, indicating your degree of support in each area by checking the box to the right of each characteristic listed.

	Not Observed	Weak (Lower 25%)	Fair (Middle 50%)	Good (Top 25%)	Excellent (Top 10%)	Outstanding (Top 2%)
A. Academic aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Research ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Promptness in completing assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Class attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Moral integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Compatibility with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Ability to accept criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compared with: _____, (Please indicate reference group: college seniors, first-year graduate students, or other.)

I consider this applicant's academic ability to be in the:

- Lowest 25% Middle 50% Upper 25% Upper 10% Upper 1%

Please offer additional comments on the applicant's suitability for graduate studies. _____

Overall, I recommend this applicant to Reformed Theological Seminary:

- With highest endorsement. With an above average endorsement. With an average endorsement.

With the following reservation _____

I do not recommend this applicant for admission at this time.

Your name (Please print) _____ Date _____

Title _____ Institution _____

Address _____

Daytime Phone _____

Signature of Reference _____

Please mail completed form to RTS, Admissions Office, 1028 Balls Hill Road, McLean, VA 22101

GENERAL REFERENCE

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What are the applicant's strengths and personal abilities? _____

List areas in which you feel the applicant may need help as a student. _____

What is your perception of the applicant's commitment to Christ and to Christian living? _____

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(Continued on other side.)

GENERAL REFERENCE

Below are several characteristics that could affect the applicant's success in graduate studies and his or her subsequent career. Please evaluate the applicant, indicating your degree of support in each area by checking the box to the right of each characteristic listed.

Table with 7 columns: Characteristic, Not Observed, Weak (Lower 25%), Fair (Middle 50%), Good (Top 25%), Excellent (Top 10%), Outstanding (Top 2%). Rows A-M: Commitment to Christ, Christian character, Ability to accept criticism, Academic aptitude, Attitude toward others, Creativity, Dependability, Emotional stability, Initiative, Leadership, Interpersonal skills, Physical health, Marital relationship.

What degree of success in graduate school would you predict for the applicant?

- Below average, Average, Above average, Superior

Please list any reasons why the applicant would be hindered in pursuing a theological degree?

Please offer additional comments on the applicant's abilities for graduate studies.

Overall, I recommend this applicant to Reformed Theological Seminary:

- With highest endorsement, With an above average endorsement, With an average endorsement, With the following reservation, I do not recommend this applicant for admission at this time.

Your name (Please print) Date

Title Institution

Address

Daytime Phone

Signature of Reference

AFTER YOU APPLY

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

1. The Admissions Office will notify the applicant of any outstanding requirements for admission (references, transcripts, etc). However, it will speed up the process if all required items are forwarded promptly. Your application is not considered complete until we possess all required items.
2. Completed applications are reviewed, and admission decisions are made on a continual basis. Applicants will be notified by letter of their admission status immediately after review. A registration guide accompanies the acceptance letter.
3. An application for financial aid is available following admission. The financial aid application is due June 1. Apply early for best chances of aid.
4. Please feel free to direct any questions regarding application and admissions, procedures, transfer credit, medical insurance, payment schedules, employment, financial aid, vocational development or housing to the Admissions Office.

Please direct questions regarding course selection to the Registrar.

For additional questions or to receive further assistance, please feel free to contact the Admissions Office at 1.800.639.0226 or locally: 703.448.3393. We will be delighted to help.

Reformed Theological Seminary, Washington, DC
1028 Balls Hill Road, McLean, VA 22101

For more information please visit the Washington DC Admissions page at:
<http://www.rts.edu/site/rtsnearlyou/washington/admissions.aspx>



WASHINGTON DC



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