

APPLICATION PROCEDURES

RTS Atlanta, Boca Raton, Charlotte, Jackson, Orlando, Washington/Baltimore, Virtual

Congratulations on your decision to apply for admission to Reformed Theological Seminary! On this helpful website, you will find all of the forms and materials needed to apply. If you have questions, the Admissions staff will be happy to help you. Let us know how we can be of service.

This checklist will guide you through the process of applying to the various Master of Arts and Master of Divinity degree programs on all RTS campuses. Please note that the application process for Special Student, Visiting Student, and Certificate Student, as well as for Auditor, tends to be less involved than the procedures for entering our degree programs. In addition, each Residential and Extension Campus may have advice that will apply particularly to their courses and degree programs. For best results, you should communicate often with your Student Services Advisor throughout the admissions process.

Marriage and Family Therapy, Doctor of Ministry, and Doctor of Missiology applicants should request a *Personal and Professional Profile* form from the Admissions office of the campus to which admission is sought.

1. WHEN TO APPLY

Typically, persons seeking admission should apply no earlier than one year or later than three months before the semester they expect to enter. New students 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 Master 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.

Please note that many classes at our Extension Campuses (Atlanta, Boca Raton, Washington/Baltimore) start conveniently throughout the year, and thus can be an excellent way for late applicants to start their seminary careers. Additionally, most courses at

RTS/Virtual can be started at any time, according to your schedule. Whichever way you choose, RTS will be pleased to offer a way for you to start!

2. COMPLETING THE APPLICATION FORM

Please complete the application form, answering essay questions on separate pages. 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 six or more semester hours (even if posted on subsequent transcripts). You should *specifically request* that the transcripts be sent directly to the **Admissions office** of the campus at which you hope to enroll. Remember *you* must make this request.

4. REFERENCES

For degree programs, Reformed Theological Seminary requires references from a former professor, your pastor, and a friend. Only the academic reference is required typically for the *Special Student* category. Please give the appropriate reference form and a return envelope to those from whom you are requesting references. The persons completing the forms should mail references directly to the Admissions office.

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. When applicable, international students with TOEFL scores greater than 550, but less than 600, shall attend an RTS Summer language and orientation program before beginning their program of academic study in the Fall term.

International 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 should 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 THE OFFICE OF ADMISSIONS/STUDENT SERVICES FOR THE CAMPUS AT WHICH YOU INTEND TO ENROLL:

AFTER YOU APPLY

RTS Admissions offices will be pleased to receive application at any time throughout the year. Entry into programs occurs typically in July (Summer Greek), August (Fall Semester), January (Winter Term), February (Spring Semester), and June (Summer Term). The convenient and unique nature of courses at RTS Extension Campuses (Atlanta, Boca Raton, and Washington/Baltimore) and into RTS/Virtual courses permits a more frequent and flexible enrollment procedure.

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 collated, 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 be notified of the decision by letter. (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

Following your receipt of a letter of admission, you may request and submit an *Application for Financial Aid*. Contact your campus’ Admissions office regarding the financial aid application **deadline** for the semester in which you wish to enroll.

5. SEMINARY HOUSING

Only RTS/Jackson offers seminary housing. Priority for seminary housing on that campus is determined by the date the Admissions office in Jackson receives your tuition deposit. Housing applications will be mailed to all interested RTS/Jackson 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 take note of the typical class schedule for each program.

8. QUESTIONS

Your questions matter to us! Please feel free to direct your questions to the Admissions/Student Services office of any RTS campus, and particularly for the office on the campus at which you anticipate enrolling.

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 applicable).
- Pre-Registered online.