



## **Application for Graduate Level Programs**

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### **Instructions**

1. Contact the Admissions Office to arrange for a campus visit, including a required interview with the Academic Dean. This can be done at any time during the application process, but it is preferable that the application, essay and transcripts are received prior to the visit date. Local transportation from airport, railroad, bus station to campus and food and lodging (two nights maximum) will be provided. If a visit to campus is not possible, arrangements will be made for an interview at another convenient location.
2. Complete the application form. Please type or print.
3. Submit a 2-3 page, typed, double-spaced formal essay outlining your personal and professional goals as instructed in a subsequent part of this application.
4. Master of Arts applicants should complete the M.A. Program Application and submit the requested 15-20 page research paper.
5. Attach a check for the application fee of \$50.00.
6. Arrange to have official transcripts sent directly from each college, university, seminary or graduate school you have attended. If you are in an undergraduate program, a transcript of your record may be sent any time after the end of the third year. You should request to have a final transcript sent promptly after graduation. The enclosed form will aid your transcript requests.
7. Provide each of your three references with the appropriate recommendation form. The three reference categories are (1) academic, (2) church and (3) personal. The completed recommendation forms should be sent directly to the Admissions Office. Please be sure to indicate your desires regarding your rights to see your recommendation forms. *Forms not signed by the applicant, will not be considered.*
8. Submit all materials by the appropriate deadline for the semester you wish to start:

#### **2008-2009 Academic Year Application Deadlines**

Semester One (July/August) Intensives	One-month prior to start of class
Semester One (August) Intensives	July 5, 2008
Semester One (Fall)	July 29, 2008
Semester One (Fall) weekend intensives	One-month prior to start of class
Semester Two (January) two-week intensives	December 6, 2008
Semester Two (Spring)	December 29, 2008
Semester Two (Spring) weekend intensives	One-month prior to start of class
Semester Two (May) Intensives	April 27, 2009

9. Mail the completed application to:  
Admissions Office  
Bethany Theological Seminary  
615 National Road West  
Richmond, Indiana 47374-4019

**Bethany Theological Seminary follows an admission policy of non-discrimination on the basis of gender, age, ethnic origin, denominational affiliation, or disabilities.**

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### **Checklist**

This checklist will assist you in completing your application file to apply to Bethany Theological Seminary. Application materials must be received by the deadlines listed on the other side of this page to be considered for admission.

Contact the Admissions Office with any questions at 800-287-8822 or by email at [enroll@bethanyseminary.edu](mailto:enroll@bethanyseminary.edu). Send materials to Bethany Theological Seminary, Admissions Office, 615 National Rd West, Richmond, IN 47374.

ITEM	NOTES	DATE SUBMITTED
Application	Note deadlines on the other side of this page.	
Application Fee (\$50.00)	Must accompany application.	
Essay of personal and professional goals	Must accompany application.	
Transcript(s)	Must be official copies sent from institution(s). Must be received in our office by deadline. Allow sufficient time for processing.	
Academic, Church and Personal Recommendation Forms	Must be received in our office by deadline. Allow sufficient time for processing. <b>Must be signed by applicant.</b>	
Campus Visit and Interviews	Schedule with Admissions Office prior to deadline.	
Background Check	Complete an FBI fingerprint form at your local law enforcement agency OR during your campus visit. Complete the National Background Check request form from the packet and submit to Office of Admissions.	
Interview with Teaching Faculty	Usually scheduled in conjunction with the campus visit. Contact the Admissions Office to schedule	

### **PROCEDURES TO ENROLL AFTER RECEIVING ADMISSION LETTER**

Enrollment Deposit Form	<b>You must submit the enrollment form indicating your intent to matriculate. YOU WILL NOT BE ALLOWED TO REGISTER UNTIL THE FORM AND DEPOSIT HAVE BEEN RECEIVED.</b>
Enrollment Deposit (\$115.00)	<b>Must accompany enrollment form.</b> The Enrollment Deposit serves as your Registration Fee for your first semester.
Need Based Aid/Loan Processing	All applications for need-based aid and/or loans must be submitted two months prior to the start of classes in order to guarantee that funds will be available at the start of classes.
Housing Arrangements	The Admissions Office can provide assistance with housing, but Bethany does not own any student housing. Contact the Admissions Office if you need assistance.
Additional Post-Admission Information	Post-Admission testing may be required. Post-Admission information may be requested