



## **Application for International Students**

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### **Instructions**

1. Complete the application form. Please type or print.
2. Submit a 2-3 page (double spaced) essay outlining your personal and professional goals as instructed in a subsequent part of this application.
3. Master of Arts applicants should complete the M.A. Program Application and submit the requested 15-20 page research paper. Any paper not written in English must be accompanied by a translation.
4. Arrange to have official transcripts sent directly from each college, university, seminary or graduate school you have attended. The enclosed form will aid your transcript requests. A certified translation is required for transcripts not written in English and must be sent with the original language transcript.
5. 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 by the references. 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.*
6. Submit TOEFL (Test of English as a Foreign Language) scores directly to the Admissions Office. The TOEFL exam is required for all international applicants prior to admission at Bethany. **Bethany's institution code is 1061. You will need to provide this code number to TOEFL in order to have your score reported to Bethany.** If English is your primary language, contact the Director of Admissions and Student Development.
7. Read the Statement of Sponsorship form carefully and have a representative for your denomination/agency complete this form and return it directly to the Admissions Office.
8. Complete the enclosed Financial Worksheet. Contact the Admissions Office for additional forms required to show proof of financial support/sponsorship. The Financial Worksheet as well as supplemental financial documentation must also be submitted by the application deadline for the semester you wish to start.
9. Submit all materials by the appropriate deadline for the semester you wish to start:

### **2008-2009 Academic Year Application Deadlines – International Students**

Semester One (Fall)  
Semester Two (Spring)

May 1, 2008  
September 1, 2008

**NOTE: It is highly recommended that International students begin during Semester One.**

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

**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.	
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 postal delivery.	
Academic, Church and Personal Recommendation Forms	Must be received in our office by deadline, allow sufficient time for postal delivery. <b>Must be signed by applicant.</b>	
Test of English as a Foreign Language (TOEFL)	Must be received in our office by deadline, allow sufficient time for postal delivery.	
Statement of Sponsorship	Must be received in our office by deadline, allow sufficient time for postal delivery.	
Financial Worksheet	Must be received in our office by deadline, allow sufficient time for postal delivery.	
Financial Sponsorship and validating documents	Financial Sponsorship is critical! Financial Sponsor must provide documentation of their financial viability. Contact Admissions or Student Development for assistance and clarification of this matter.	

### **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.
I-20 form	Bethany requires a deposit of at least \$1500 toward your account. This must be received before an I-20 form will be sent.
Need Based Aid	All applications for need-based aid must be submitted by the application deadline in order to guarantee that funds will be available at the start of classes.
Financial Requirements	Bethany requires that the balance of First Semester funds be received to the student's account before the student arrives in the United States.
Transportation, Housing, registration and additional post-application needs	The Student Development office will assist you in other concerns for your transition to campus life.