



Application for Occasional Students

Instructions

1. Complete the application form.
2. Submit a one-page essay of personal and professional goals as instructed in a subsequent part of this application.
3. Sign the application form and attach a check for the application fee of \$50.00. Send to the address below.
4. 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.
5. Submit all materials by the appropriate deadline for the term 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

6. 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. 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 received in our office by deadline, allow sufficient time for processing.	

PROCEDURES TO ENROLL AFTER RECEIVING ADMISSION LETTER

Enrollment Deposit Form	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.
Enrollment Deposit (\$115.00)	Must accompany enrollment form. The Enrollment Deposit serves as the your first semester Registration Fee.
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.