



Claremont School of Theology

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Application Instructions for all degree programs

These instructions are intended for use by applicants to the M.Div., M.A., D.Min., Ph.D. and Non-degree programs at Claremont School of Theology.

APPLICATION DEADLINES

Fall Semester

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| January 15 | Ph.D. Applications (Domestic and International) |
| February 15 | M.Div. and M.A. Priority Financial Aid (Eligibility for full scholarships) |
| April 1 | M.Div., M.A., Non-degree (International Students) |
| April 15 | D.Min. (Domestic and International) |
| May 1 | M.Div., M.A., Non-degree (Domestic Students) |

Spring Semester

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| November 1 | M.Div., M.A. (Domestic and International) |
| December 1 | Non-degree (Domestic and International) |

THE FOLLOWING APPLICATION MATERIALS ARE REQUIRED FOR ADMISSION

1. **Application for Admission Form:** Use either the on-line or printed application form.
2. **Application Fee:** \$50.00 for all programs.
3. **Personal Statement:** The Personal Statement is a critical element in the evaluation of your application. Not only is the statement a way to introduce yourself to the Admission Committee, it also will help your faculty advisor guide your learning experience in your degree program. With this in mind, compose a 1,000 word essay addressing the following questions:
 - a. How would you describe your background and current interest in the academic study of religion? How will the degree program to which you are applying assist you in your academic and professional goals? Are there particular faculty members with whom you wish to study?
 - b. How would you describe your sense of call or commitment to your vocational direction? How do you see Claremont assisting you in achieving your vocational goals?
 - c. How do you plan to utilize your theological understanding to inform your response to critical social issues of today?
 - d. Why do you wish to study at Claremont School of Theology? What aspects of the School are particularly appealing to you?
 - e. For D.Min. applicants, how will you integrate your theological studies into your practical ministry? Is there a particular faculty member with whom you wish to study or topic you wish to explore?
4. **Official transcripts:** Original transcripts from all educational institutions beyond high school must be sent directly to Claremont from the college, university, or seminary where the work was done. (Non-degree applicants submit an official transcript indicating completion of a bachelor's degree sent directly from the college or university where the work was done.)
5. **Letters of recommendation:** Use forms provided by Claremont School of Theology in the Application Packet or online. All forms and letters must be signed by the recommender and sent directly to Claremont School of Theology.
 - a. M.Div. applicants: Three recommendations (one must be a pastoral or ecclesiastical reference).
 - b. M.A. applicants: Three recommendations (one must be an academic reference).

- c. D.Min. applicants: Four recommendations (including a person serving in a supervisory capacity within the applicant's denomination, an academic reference, a ministerial colleague, and a member of the applicant's congregation or other constituency group).
- d. Ph.D. applicants: Five recommendations (three must be academic references).
- e. Non-degree applicants: One recommendation. (Non-degree applicants applying to take Advanced Course of Study classes submit a recommendation letter from their District Superintendent.)

6. Sample Work:

- a. D.Min. applicants will submit an essay in the area in which they wish to concentrate as a demonstration of their ability to write effectively and produce a written doctoral project.
- b. Ph.D. applicants will submit academic papers or other samples of their work to demonstrate their ability to write effectively, do research, and produce a dissertation.
- c. It is expected that Ph.D. applicants in Pastoral Care and Counseling will have at least three years of experience in ministry and one unit of Clinical Pastoral Education (CPE) prior to their admission to the Ph.D. program. A copy of the CPE Supervision Evaluation should accompany the application. International applicants living outside the United States may submit a CPE Supervisor's evaluation after enrollment.

7. Scores/Tests:

- a. M.Div., M.A., D.Min., and Non-degree applicants for whom English is a second language will submit an official TOEFL (Test of English as a Foreign Language) with a minimum score of 230 (computer-based).
- b. Ph.D. applicants will submit scores from the General Section of the Graduate Record Exam (GRE).
- c. Ph.D. applicants for whom English is a second language will submit an official TOEFL with a minimum score of 250 (computer-based) and/or scores from the General Section of the Graduate Record Exam (GRE).

Beginning Fall 2005, applicants for whom English is their second language will submit scores from the new TOEFL test found on-line at www.ets.org/toefl. (Claremont School of Theology's institutional code is 4710.) After September 2005, Claremont's new minimum TOEFL scores will be available at www.cst.edu.

8. International Applicants: Applicants who are not citizens or permanent residents of the United States will supply the following additional documents:

- a. A photocopy of the applicant's passport verifying the spelling of the applicant's name.
- b. Upon admission and before the visa process can begin, international students must submit a Confirmation Fee of \$500 (for a single student) or \$1,000 (for a student accompanied by a family). This Confirmation Fee also serves as an Emergency Fund for international students and is held by the School throughout the student's academic program, until the completion of their program.
- c. International students must provide evidence of the ability to finance the complete degree program at the School by completing an International Student Statement of Financial Resources (ISSFR) along with proof of adequate funds for paying tuition and living expenses for the length of the degree program.

9. Financial Aid and/or Housing:

- a. Applicants seeking financial assistance must complete the FAFSA (Free Application for Federal Financial Aid), found online at www.fafsa.ed.gov (Claremont School of Theology's institutional code is 001288) and Claremont's Supplemental Financial Aid Form found online at www.cst.edu.
- b. Students wishing to live in on-campus housing submit a Housing Application and Fee directly to Claremont's Housing Office at the time of their acceptance.

Admission Deposits

Following admission, to secure a place in the program, students must return a confirmation form and a non-refundable admission deposit of \$200. (International students submit the \$500 or \$1,000 fee.) This fee is credited to the first semester's charges. Students who pay the deposit but fail to enroll will forfeit the deposit.

Send materials to:

Office of Admission, Claremont School of Theology, 1325 N. College Avenue, Claremont, CA 91711.

All admissions materials become the property of Claremont School of Theology and cannot be returned.