



# CLAREMONT SCHOOL OF THEOLOGY

## Application Instructions for All Degree Programs

This list of instructions is intended for use by applicants to the M.Div., M.A., D.Min.\*, and Ph.D. programs and to Non-degree status at Claremont School of Theology. It is meant to accompany the online application.

\*To download online application instructions for the DMin in *Practical Theology of Healing, Reconciliation and Conflict Transformation in Korean Contexts* 한인 목회학박사과정 (강등, 화해, 변화의 실천신학)에 관한 설명서와 입학서류 작성법 이 주요사항들은 다음 웹주소에서 다운 받을 수 있습니다, click here: [http://www.cst.edu/pdf/KDMin\\_Instructions.pdf](http://www.cst.edu/pdf/KDMin_Instructions.pdf).

Whereas most materials listed below can be submitted online, some, which are indicated as such, must be sent by mail. The mailing address can be found at the end of these instructions.

### 1. Deadlines

#### *Fall Semester*

Ph.D	January 15
M.Div., M.A.	February 1
D.Min.	February 1
Non-degree	May 1

#### *Spring Semester*

M.Div., M.A., Non-degree	November 1
--------------------------	------------

#### *Summer Session*

D.Min. in Korean Contexts	March 1
---------------------------	---------

#### **Financial Aid and Scholarship Deadline (*Fall Semester*)**

University Scholars Awards	January 15
Priority deadline for financial aid	March 1

2. **Personal information:** The first few pages of the online application require contact information, and request biographic and demographic data, some of which are required.

3. **Degree programs, desired semester of enrollment, program options and concentrations and related documentation:** You will be asked to identify to which program, option and/or concentration you are applying and to supply required supporting documentation, as necessary.

M.A., D.Min., and Ph.D., applicants choosing Spiritual Care and Pastoral Counseling concentrations are required to supply information regarding all relevant Clinical Pastoral Education experience and related documentation (electronically or by mail).

4. **Graduate Record Exam (GRE):** Only Ph.D. applicants are required to submit scores from the General Section of the GRE. These scores must be manually entered by the student in relevant section of the online application **and** submitted officially in paper form, sent directly by Educational Testing Service (ETS) to CST through the mail. The ETS institutional code for CST is 4710.

5. **Clinical Pastoral Education (CPE):** It is expected that Ph.D. applicants in Spiritual Care and Pastoral 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 is also required to accompany the application.

6. **Sample of Academic Work:** D.Min. and Ph.D. applicants must submit a sample of academic work. Please upload the required sample in electronic form into the appropriate field in the online application or, if necessary, submit it by mail.

**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.

**Ph.D. applicants** will submit academic papers or other writing samples that demonstrate their ability to write effectively, create original research, and produce a dissertation.

7. **Academic record:** Beginning with the most recent, please list all colleges, universities and theological schools attended, as well as pertinent information such as degree conferred and cumulative grade point average (GPA).

8. **Personal Statement:** Upload your personal statement, or email a PDF to [admission@cst.edu](mailto:admission@cst.edu).  
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. The statement should address reasons for pursuit of graduate theological study, the draw to study at Claremont School of Theology, the use of the degree in meeting future goals, and with what faculty member(s) the applicant hopes to study.

**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 and topic you wish to explore?

Note: the personal statement should not exceed 1,000 words.

9. **Resume or Curriculum Vitae:** Either format is acceptable and can be uploaded.

10. **iBT TOEFL Scores:** (for any degree program applicant\* for whom English is a second language)  
Internet based TOEFL scores must be entered electronically by the applicant both in the online application **and** submitted officially in paper form (sent directly by ETS to CST through the mail-- Claremont School of Theology's institutional code is 4710). Other TOEFL tests (e.g., paper based or computer based, etc.) will only be accepted if the applicant's country of residence does not provide the internet based test. Alternatively, official scores from the General Section of the Graduate Record Exam (GRE) may be submitted (sent directly to CST from ETS through the mail) in place of the TOEFL. *Minimum* scores are as follows:

M.Div., M.A., and Non-degree applicants = 89 (iBT)

D.Min. applicants = 95 (iBT)

Ph.D. applicants = 100 (iBT)

(All TOEFL scores must include a score of at least 20 on each of the four test sections.)

\*Students who have completed a bachelors or graduate degree at an accredited school in the U.S. or another English speaking country may be eligible for a waiver of the TOEFL requirement.

11. **Financial Aid:** Domestic (U.S. Citizen and Permanent Resident) applicants seeking institutional scholarships **and/or** federal financial assistance must complete the FAFSA (Free Application for Federal Student Aid), found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Claremont School of Theology's institutional code is 00128) by March 1. For quicker processing of eligibility for need based scholarships, we recommend applicants submit their FAFSA by the deadline for their respective degree program.

12. **Communications/Recruitment Data:** Information is requested about how you first learned about CST and what individuals helped influence your decision to apply.

13. **Certification/Signing of the Application:** Electronically "signing" the application certifies the application has been completed by the applicant, on the stated date, and is accurate.

14. **Letters of recommendation:** You may *electronically* invite recommenders to submit their letter through

the online application (from the main page immediately following login). Alternatively, you may invite recommenders to submit their form and letter *by mail*. For this latter option, simply download the Recommendation for Admission form at [http://www.cst.edu/pdf/Recommendation\\_Form.pdf](http://www.cst.edu/pdf/Recommendation_Form.pdf). After downloading the form, **you must print and sign it** before sending it to your recommender. All paper forms and letters must also be signed by the recommender and sent directly to Claremont School of Theology.

**M.Div. applicants:** three letters, one of which must be a pastoral/ecclesiastical and two of which must be academic\*.

**M.A./M.A.R.E. applicants:** three letters, two of which must be academic\*.

**D.Min. applicants:** four letters (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).

**Ph.D. applicants:** five letters (three must be academic\*).

**Non-degree applicants:** one academic\* letter

\* If you have been away from formal academic studies for 5 years or more, you may select persons who can evaluate your academic potential and professional accomplishments to fulfill this requirement.

### **ADDITIONAL (OFFLINE/PAPER) APPLICATION REQUIREMENTS**

15. **Official transcripts:** Official transcripts from all educational institutions beyond high school must be sent directly to Claremont from the college, university, or seminary where the coursework was completed or where the degree was conferred. (Non-degree applicants submit an official transcript indicating completion of a bachelor's degree, sent directly from the college or university where the degree was conferred.)
16. **Non-Refundable Application Fee:** \$50.00 for all programs. This fee can be paid online at the secure site: [https://secure.cst.edu/admission\\_payment.php](https://secure.cst.edu/admission_payment.php), or by check sent to the Admission Office address below.
17. **Housing:** Students who plan to live on campus must submit a Housing Application and Fee directly to Claremont's Housing Office as quickly as possible after the time of their acceptance. On-campus housing is made available first to CST students, and is provided on a first come, first served basis.
18. **In person or phone/internet interviews** may be required for M.A. and D.Min. applicants who have chosen the Spiritual Care or Pastoral Counseling concentrations, and for PhD programs, in some cases.

### **Confirmation Fee**

Following admission, students must complete, sign, and return a confirmation form and the non-refundable admission deposit of \$200 to reserve their place in the program. This fee is credited to the first semester's charges.

### **Send hard copy materials to:**

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

Questions? Call us at 909-447-2507; Toll Free: 866-274-6500; Fax: 909-447-6389 Email: [admission@cst.edu](mailto:admission@cst.edu)

Web: [www.cst.edu](http://www.cst.edu)

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

***Non-Discrimination Policy:** admission is available equally to all applicants without regard to race, sex, age, religious tradition, national origin, physical disability or sexual orientation. Admission is dependent upon the strength of the applicant's academic record, personal qualifications, professional goals and a demonstrated commitment to learning in a theological community. Applicants with disabilities are requested to contact the Office of Admission as early as possible in order to alert the institution about disabilities for which they may want accommodations. Requests for reasonable accommodations will be considered on an individual basis.*