



## ENROLLMENT OFFICE

### CHECKLISTS FOR COMPLETING YOUR APPLICATION

For admission to any degree program (MDIV, MAR, MSF, MCPC, MAC), the following items are required:

- Application Form
- Screening Questionnaire
- Autobiography (see Note 1)
- GRE or MAT scores (see Note 2)
- Official transcripts of prior work, sent directly from those institutions
- Reference forms in sealed, signed envelopes (see Note 3)
- Photograph (preferred, but not required)
- Application fee of \$50
- Optional forms: Financial Aid Evaluation; Transfer Credits

For admission to a program preparing for ordained ministry in the Episcopal Church or in another denomination, the following is required:

- Copy of your bishop's letter designating you a postulant, or similar document from your denominational authority

For admission to a diploma program (DAS, DTS, DSF), the following items are required:

- Application Form
- Screening Questionnaire
- Autobiography (see Note 1)
- Official transcripts of prior work, sent directly from those institutions
- Reference forms in sealed, signed envelopes (see Note 3)
- Photograph (preferred, but not required)
- Application fee of \$50
- Optional form: Financial Aid Evaluation

For admission as a SPECIAL STUDENT, the following items are required:

- Application Form
- Screening Questionnaire
- Letter explaining what study is intended and why
- Official transcripts of prior work, sent directly from those institutions
- Reference form in sealed, signed envelope (see Note 3)
- If your intent is to earn credits to transfer to another institution, submit a letter from your academic advisor there stating the need for this coursework
- Photograph (preferred, but not required)
- Application fee of \$50

(over for Notes)

## NOTES

NOTE 1. AUTOBIOGRAPHY. In an autobiographical statement of four to seven double-spaced pages, please address the following:

- (1) your background, experience, and work and educational history;
- (2) your personal faith pilgrimage, including your vocational aspirations;
- (3) your understanding of the mission of the Church in and to the world;
- (4) your expectations of the Seminary, and your idea of how your work here will serve your Christian vocation;
- (5) how your attendance at seminary will affect your family, i.e., your children, parents, spouse or partner, and others close to you.

NOTE 2. GRE/MAT. Applicants for MDIV and MAR submit GRE scores; applicants for MSF, MCPC, MAC submit GRE or MAT scores. Scores must be less than five years old.

The testing requirement is waived if the applicant:

- holds a Master's degree; or
- has earned a Doctorate from an accredited institution; or
- has completed at least 18 hours of graduate work with a minimum of a 3.0 GPA; or
- has received a 3.25 cumulative GPA on all undergraduate work within the last ten years.

NOTE 3. REFERENCES. The Application Form identifies the categories of references desired. Depending upon the program you are applying for, these are the references you should submit with your application:

For admission as MDIV and DAS: Submit three references, plus one from your bishop or denominational authority.

Please request reference forms from the following:

1. Parish Priest/Pastor
2. Lay Member of Congregation
3. Academic or Personal

Plus, a letter (or reference form) must be submitted by your bishop or denominational authority.

For admission as MAR, MSF, MCPC, MAC, DTS, DSF: Submit three references.

Please request reference forms from the following:

1. Parish Priest/Pastor
2. Lay Member of Congregation
3. Academic or Personal

For admission as a Special Student: Submit one reference, either from your parish priest/pastor, or from your academic advisor.

CONCERNING YOUR REFERENCES. The Seminary may contact your references by phone or otherwise to follow up on their written comments. The Seminary may also contact other persons in a position to be familiar with your process of discernment for ministry, including if applicable, information about you that is required of dioceses "during preparation for ordination" by Title III of the Canons of the Episcopal Church.

NOTE 4. TOEFL. Applicants whose native language is not English are required to present scores on the Test of English as a Foreign Language.

Contact the Enrollment Office if you have any questions or need assistance with any part of your application process. You may send e-mail to [admissions@ssw.edu](mailto:admissions@ssw.edu), or phone the Enrollment Office at 512-472-4133 ext. 357.