

# APPLICATION REQUIREMENTS

## Admission Procedure for New Students

### Admission Classifications

A regular student is one who applies for admission to one of the master or doctoral programs offered by the Seminary. A special student is one who applies to take courses at the Seminary but does not intend to complete requirements for a specific degree. Both regular students and special students must fulfill all admission requirements for the academic level at which they intend to register for courses.

## Application Requirements

The director of admissions and dean of the program (master or doctoral) consider for approval applicants whose files are complete. These items are described in detail in the following paragraphs:

1. Official Application Form with God-Controlled Life Statement
2. Application Fee (master's degree programs: \$35.00; doctoral programs: \$50.00)
3. Autobiographical Statement
4. Photograph
5. Immunization Record Form (for residential students)
6. Educational Transcripts
7. Pastoral Recommendation
8. Church Endorsement
9. Personal References (two)
10. Check Authorization Background Form
11. GRE Test (DMin and PhD programs)
12. Essay (DMin program only)
13. Major Field Research Paper (PhD program only)
14. PhD Questions (PhD program only)

## Official Application Form with God-Controlled Life Statement

Application is made via the MABTS website at [apply.mabts.edu](http://apply.mabts.edu) (<http://apply.mabts.edu>). Along with the official application form, applicants answer questions acknowledging a commitment to God-controlled living over the previous 12 months. The information requested must be provided completely and accurately. (See Doctor of Ministry (<http://catalog.mabts.edu/seminary/academic-programs/dmin/>) and Doctor of Philosophy (<http://catalog.mabts.edu/seminary/academic-programs/phd/>) sections for information regarding doctoral applications.)

## Application Fee

Fee	Amount
Master's Degree Programs	\$35.00
Doctoral Programs	\$50.00

A check or money order payable to Mid-America Baptist Theological Seminary must accompany the application. The application fee may also be paid by credit card via the online application. This processing fee is non-refundable, and it does not apply to tuition or other student fees. (See Doctor of Ministry (<http://catalog.mabts.edu/seminary/academic-programs/dmin/>) and Doctor of Philosophy (<http://catalog.mabts.edu/seminary/academic-programs/phd/>) sections for information regarding doctoral application fees.)

## Autobiographical Statement

Applicants must complete and submit an autobiographical statement on the official form provided. This statement includes a personal experience of salvation in Jesus Christ, water baptism, calling to Christian ministry, and reasons for seeking to study at the Seminary.

## Photograph

A passport-style studio photograph of the applicant must be submitted.

## Immunization Record Form

Residential Students: Immunization records for measles, mumps, and rubella (MMR) and chicken pox (vaccine or case documentation) are required for the state of Tennessee. Students under the age of 22 who plan to live in MASH must also show proof of meningitis immunization.

## **Educational Transcripts**

Each program has a required prerequisite minimum education, which is described fully in the section concerning each degree. In general, an applicant for any master's degree program must submit official transcripts from all undergraduate colleges or universities that granted the student credit for academic study. The applicant is responsible for requesting that official transcripts be sent to the Admissions Department and for all expenses involved. Only official transcripts will be accepted. The registrar's office of Mid-America reserves the right to judge which transcripts are official and meet the Seminary's requirements.

International students who apply must note the requirements concerning evaluation of their transcripts described in the section Admission Procedure for International Students.

## **Pastoral Recommendation**

The applicant's pastor must send a letter of personal recommendation, which must affirm the prospective student's Christian character and suitability for seminary study. If the applicant is a pastor of a church, the letter may come from another pastor qualified to evaluate the applicant or from a denominational worker, such as the applicant's associational director of missions.

## **Church Endorsement**

The clerk, or other authorized person, from the church of which the applicant is a member, must complete and sign the official church endorsement form in the registration materials. This form certifies that the church has endorsed the applicant for study at the Seminary.

## **Personal References (Two)**

Two personal friends, other than family, must write letters of recommendation. These referents must be individuals who have known the applicant for at least a year; previous teachers are acceptable for this purpose.

## **Background Check**

Applicants must complete and sign a criminal background check authorization form. This form authorizes the Seminary to utilize a third party to search for criminal records.

## **Added Requirements of Specific Degree Programs**

Applicants for a specific degree program must meet all requirements for general admission as well as the requirements for the specific degree program for which they apply. These requirements are listed fully in the sections of this catalog that describe each program.

## **Time Limitation for Admission**

Once applicants have been notified of approval for admission, they have one year from the date of notification in which to register for classes. After one year, the application expires, and the applicant must begin the process again.

## **When Admission Is Declined**

Materials relative to application are considered confidential and the Seminary has no obligation to disclose information regarding an applicant's being declined admission into the program to which application is made.