



Application for Graduate Level Programs

Instructions

1. Contact the Admissions Office to arrange for a campus visit, including a required interview with the Academic Dean. This can be done at any time during the application process, but it is preferable that the application, essay and transcripts are received prior to the visit date. Local transportation from airport, railroad, bus station to campus and food and lodging (two nights maximum) will be provided. If a visit to campus is not possible, arrangements will be made for an interview at another convenient location.
2. Complete the application form. Please type or print.
3. Submit a 2-3 page (typed double-spaced) essay outlining your personal and professional goals
 - Your personal and professional goals
 - How your personal and professional goals relate to your faith perspective
 - Your understanding of the church
 - Your sense of calling or vocation
 - How you believe a seminary education at Bethany can help you fulfill your goals
4. Master of Arts applicants should complete the M.A. Program Application and submit the requested 15-20 page research paper.
5. Attach a check for the application fee of \$50.00.
6. 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.
7. Provide each of your three references with the appropriate recommendation form. The three reference categories are (1) academic, (2) church and (3) personal. The completed recommendation forms should be sent directly to the Admissions Office. Please be sure to indicate your desires regarding your rights to see your recommendation forms. *Forms not signed by the applicant, will not be considered.*
8. Submit all materials by the appropriate deadline for the semester you wish to start. Deadlines posted on the website.
9. 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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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 official copies sent from institution(s). Must be received in our office by deadline. Allow sufficient time for processing. | |
| Academic, Church and Personal Recommendation Forms | Must be received in our office by deadline. Allow sufficient time for processing. Must be signed by applicant. | |
| Campus Visit and Interviews | Schedule with Admissions Office prior to deadline. | |
| Interview with Teaching Faculty | Usually scheduled in conjunction with the campus visit. Contact the Admissions Office to schedule | |

PROCEDURES TO ENROLL AFTER RECEIVING ADMISSION LETTER

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| 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 your Registration Fee for your first semester. |
| 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. |
| Additional Post-Admission Information | Post-Admission testing may be required. Post-Admission information may be requested |