



Application for Graduate Level Programs

Instructions

1. Contact the Admissions Office to arrange for a campus visit, including two required interviews with faculty. 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 two essays outlining your personal and professional goals as instructed in a subsequent part of this application.
4. Master of Arts applicants should complete the MA Program Application and submit the requested 15-20 page research paper.
5. Pay the application fee of \$50.00 by attaching a check or paying online through Paypal.
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:

2012-2013 Academic Year Application Deadlines

Semester One (Fall)	July 15, 2012
Semester One (January Intensive)	December 1, 2012
Semester Two (Spring)	December 1, 2012
Semester Two (May) Intensives	March 15, 2013

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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Checklist

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 or be paid online,	
Essays 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.	
Background Check	Complete an FBI fingerprint form at your local law enforcement agency OR during your campus visit. Complete the National Background Check request form from the packet and submit to Office of Admissions.	
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

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 (\$130.00)	Must accompany enrollment form. The Enrollment Deposit serves as your Registration Fee for your first semester.
Financial Aid	All applications for financial aid must be submitted by application deadline for corresponding start.
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.