



APPLICATION FOR ADMISSION GUIDELINES

Jesuit School of Theology

APPLICATION CHECKLIST	MDIV	MTS	THM	STB	STL	STD	Non - Degree
Completed & signed Application for Admission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$50.00 Application fee paid in U.S. dollars. <i>(Domestic students only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Letters of recommendation (see below).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Letter of recommendation (see below).							<input type="checkbox"/>
Statement of purpose (see below).		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MDIV Essay (see below) / Résumé.	<input type="checkbox"/>			<input type="checkbox"/>			
Official scores of the Graduate Record Exam taken within the last five years (see below).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official transcripts of all academic work done beyond the secondary school level.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Official certification of a bachelor's degree or any graduate theological degree if you plan to audit classes. Submit an official transcript if you will take classes for credit.							<input type="checkbox"/>
Official transcript of your MDIV or equivalent degree work and any further work in theology.			<input type="checkbox"/>		<input type="checkbox"/>		
Official transcript of your STL or SSL work.						<input type="checkbox"/>	
A major research paper from your STL or SSL that demonstrates your capacities in research and writing.						<input type="checkbox"/>	

OUR PROGRAMS		
MDiv - Master of Divinity	ThM - Master of Theology	STL - Licentiate in Sacred Theology
MTS - Master of Theological Studies	STB - Bachelor of Sacred Theology	STD - Doctor of Sacred Theology
Non-degree seeking status		

LETTERS OF RECOMMENDATION

- Letters of recommendation must address your academic qualifications for graduate level study. Preferably these letters would be from persons who recently taught you. If you have been out of school for an extended period of time, one recommendation from an employer, a professional colleague, or a church or community leader will be acceptable.
- For those students applying to the Master of Divinity (MDiv) program, the second letter should address your ministerial qualifications for admission to the Jesuit School of Theology of Santa Clara University (JST-SCU).

GRADUATE RECORD EXAM (GRE)

- For information about the GRE, contact: Educational Testing Service (ETS) Corporate Headquarters, Rosedale Road, Princeton, NJ 08541, USA. Phone: 1.609.921.9000. Website: www.gre.org. The JST-SCU institutional code for the GRE is **4367**. Official scores should be sent directly to JST-SCU Office of Admissions and Enrollment Management from the Educational Testing Service.
- With the approval of the Admissions Committee, exceptions for the GRE can be made for those applicants who have done recent graduate-level study.

STATEMENT OF PURPOSE FOR THE MASTER OF THEOLOGICAL STUDIES (MTS) AND NON-DEGREE SEEKING STUDENTS

- Submit a personal statement explaining why you are applying to JST-SCU for graduate theological studies. Describe your background (academic training, ministerial experience, your current work) and your future career plans. If you have an intended field of concentration, please include this information.
- If you are a Non-Degree applicant, you need only submit a brief description of your academic and/or ministerial background, indicating why you wish to study at JST-SCU, and any particular areas of interest you may have.

STATEMENT OF PURPOSE FOR THE LICENTIATE IN SACRED THEOLOGY (STL) AND DOCTOR OF SACRED THEOLOGY (STD)

- Submit a personal statement explaining why you are applying to JST-SCU for the STL or STD degree. In two pages, describe your background (prior academic training and degrees received, ministerial experience, and current work) as well as your career goals. Please indicate your area of concentration for the degree.
- STL applicants should provide documentary evidence of having fulfilled the philosophy and Latin language requirements. Current JST-SCU students applying to the STL program may request a letter from their academic advisor in lieu of the letters of recommendation.
- Finally, for STL applicants, we ask that you submit a representative writing sample, e.g., a research paper or thesis chapter. STD applicants must submit a major research paper from the STL or SSL program that demonstrates capacities for research and writing.

MASTER OF DIVINITY (MDiv) AND BACHELOR OF SACRED THEOLOGY (STB) ESSAY

- STB applicants must apply for and be accepted for the MDiv program. The applicant must also indicate on the application the intention to pursue the STB and provide documentary evidence of having fulfilled the philosophy and Latin language requirements.
- Applicants for the Master of Divinity (MDiv) and Bachelor of Sacred Theology (STB) programs are asked to submit a 750 word essay explaining reasons for applying to JST-SCU in terms of background (academic training and ministerial experience), future plans, and the appropriateness of ministerial studies at this time in life.
- MDiv applicants who are also applying to the Master of Arts program at the Graduate Theological Union (GTU Common MA) should mention this in the essay.

RÉSUMÉ

- Master of Divinity and Bachelor of Sacred Theology applicants are required to submit a résumé or *curriculum vitae* to provide information about relevant job experience and education. Your résumé should include educational background, relevant experiences, including jobs, internships, community service, activities, languages (if applicable), and research projects. Writing a résumé for a graduate school application follows the same principles as writing a résumé for a job. Please include dates of attendance for education, job titles and years of employment.
- A résumé is encouraged for all other degree programs.

APPLICATION DEADLINES

- Deadline for application to the STL and STD degree programs is **March 1st** for Fall Semester and **October 1st** for Spring Semester.
- The application deadline for all other programs is ten days prior to the beginning of instruction each semester. Applicants are urged to apply early if they intend to apply for financial aid.

ENGLISH PROFICIENCY

- Proficiency in English is required for admission. International students must demonstrate their ability to speak and write English. The Test of English as a Foreign Language (TOEFL) is required unless: 1) the applicant's native language is English, or 2) the applicant can demonstrate completion of a degree program(s) where English is the language of instruction, or 3) the applicant has completed at least one year of full-time graduate study in an institution where English is the language of instruction. These applicants must also submit a sample of their academic writing of approximately 20 pages in length.
- Applicants who take the Educational Testing Service's Test of English as a Foreign Language (TOEFL) must provide acceptable scores to be considered for admission. Official scores should be sent directly to the Office of Admissions and Enrollment Management from the Educational Testing Service. JST-SCU's institutional code number for the TOEFL is **4390**. To contact the TOEFL office nearest you, visit www.toefl.org.

APPLICANTS FROM OTHER COUNTRIES

- Please refer to the International Student Information web page for visa requirements: www.scu.edu/jst/students/internationalstudents/

FINANCIAL AID

- To apply for financial aid from JST-SCU, students must complete the Application for Financial Aid, which is available from the Office of Admissions and Enrollment Management. Only students who have applied and been admitted to JST-SCU are considered for financial assistance. Priority deadlines for financial aid applications are **March 1st** for the Fall Semester and **October 1st** for the Spring Semester.
- JST-SCU also participates in the **Federal Direct Loan Program**, which offers low-cost loans to degree or certificate students who are U.S. citizens or eligible non-citizens. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) form online at www.fafsa.ed.gov, as well as the GTU Financial Aid application, which is available at www.gtu.edu. The JST-SCU FAFSA school code is **G10333**. For more information, please contact the GTU Consortial Financial Aid Office.

GTU CONSORTIAL FINANCIAL AID OFFICE

2400 Ridge Road, Berkeley, CA 94709.
Telephone: 510.649.2469 Fax: 510.649.1730 E-mail: finaid@gtu.edu

OFFICE OF ADMISSIONS AND ENROLLMENT MANAGEMENT JESUIT SCHOOL OF THEOLOGY OF SANTA CLARA UNIVERSITY

1735 LeRoy Avenue, Berkeley, CA 94709-1193 USA
Phone: 510.549.5013 Toll-free in USA: 800.824.0122 Fax: 510.841.8536
E-Mail: admissions@jstb.edu Website: www.scu.edu/jst/

Please check the Program for which you are applying:

Master of Divinity (MDiv)	<input type="checkbox"/>	Bachelor of Sacred Theology (STB)	<input type="checkbox"/>
Master of Theological Studies (MTS)	<input type="checkbox"/>	Licentiate in Sacred Theology (STL)	<input type="checkbox"/>
Master of Theology (ThM)	<input type="checkbox"/>	Doctor of Sacred Theology (STD)	<input type="checkbox"/>
Special Student (<i>non-degree seeking status</i>)	<input type="checkbox"/>		<input type="checkbox"/>

Please check the Semester for which you are applying:

Fall 201__	<input type="checkbox"/>	Spring 201__	<input type="checkbox"/>
Intersession 201__	<input type="checkbox"/>	Summer 201__	<input type="checkbox"/>

Do you plan to enroll:

Full Time (9 to 12 credit hours per semester)	<input type="checkbox"/>	Part Time (fewer than 9 credit hours per semester)	<input type="checkbox"/>
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Note: International students who will enter the United States on an F-1 Student Visa **must** enroll in full-time studies.

PERSONAL INFORMATION

	Female		Male					
Title (<i>circle one</i>)	BR.	DR.	FR.	MR.	MRS.	MS.	REV.	SR.
Name								
	LAST (<i>Family name</i>)		FIRST (<i>Given Name</i>)		MIDDLE		SUFFIX	
Other names which appear on your records								
Preferred name or nickname								
Title of congregation or diocese if religious or priest								

CURRENT ADDRESS

Use until:

Number and street	
City	
State	
Zip / Postal Code	
Country	
E-mail address	
Daytime phone	
Evening phone	
Cell Phone	

PERMANENT ADDRESS

(*If different from Current Address*)

Number and street	
City	
State	
Zip / Postal Code	
Country	
E-mail address	
Daytime phone	
Evening phone	
Cell Phone	

PERSONAL DATA

Date of Birth <i>Month / Day / Year</i>	
Birthplace <i>City & State or Country</i>	
Country of Citizenship	

If you are not a citizen of the United States, what type of Visa will you have at the beginning of the semester?

F-1 Student Visa	<input type="checkbox"/>	R-1 Religious Visa	<input type="checkbox"/>
Other	<input type="checkbox"/>	Permanent Resident Alien Registration # _____	<input type="checkbox"/>

Have you applied to JST before?

YES	<input type="checkbox"/>	If yes, when?	<input type="text"/>
NO	<input type="checkbox"/>	For what Program?	<input type="text"/>

ACADEMIC BACKGROUND

List all universities and colleges you have previously attended. Begin with the most recent / current:

INSTITUTION	LOCATION	DATES	DEGREE

If additional space is needed, please attach a separate sheet.

GRE / TOEFL

Please request that Educational Testing Service (ETS) send official test results directly to JST-SCU.

GRE	Institutional Code # 4367	TOEFL	Institutional Code # 4390
Date taken:		Date taken:	
Scores:		Score:	

I request a waiver from the GRE, based upon my recent graduate level study.

ADDITIONAL INFORMATION: U.S. CITIZENS ONLY

Ethnic Background: (Optional)

Hispanics of any race	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or other Pacific Islander	
White	
Two or more races	
Race and Ethnicity Unknown	

What is your religious denomination?

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AREA OF STUDY (for MTS, ThM and STL)

Please indicate your area of interest.

You may elaborate in your Statement of Purpose

Art & Religion	
Biblical Studies	
Christian Spirituality	
Cultural & Historical Studies of Catholicism	
Ethics & Social Theory / Religion and Society	
Liturgical Studies	
Systematic & Philosophical Theology	
AREA OF STUDY (STD)	
Old Testament	Ethics
New Testament	Systematics

LETTERS OF RECOMMENDATION

Please list those individuals writing letters of recommendation in support of your application:

NAME	INSTITUTION

I certify that the statements in this application are true and complete to the best of my knowledge.

DATE	SIGNATURE OF APPLICANT

Return to:

Office of Admissions and Enrollment Management, Jesuit School of Theology of Santa Clara University
1735 LeRoy Avenue, Berkeley, CA 94709-1193 USA
Phone: 510.549.5013 Toll-free in USA: 800.824.0122 Fax: 510.841.8536 E-Mail: admissions@jstb.edu
Website: www.scu.edu/jst/

I. TO THE APPLICANT

Please complete the information below and give this form to your recommender.

Name				
	<i>LAST (Family name)</i>	<i>FIRST (Given Name)</i>	<i>MIDDLE</i>	<i>SUFFIX</i>
Phone				
E-mail				
Program of Study				
Semester and year				

In accordance with the Family Rights and Privacy Act of 1974, the applicant can waive his/her right to view this recommendation. Should the applicant decide not to waive the right, he/she will have access to the letter only if enrolled in a program at the Graduate Theological Union and its member schools.

I waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

Applicant's signature		Date	
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II. EVALUATION

Thank you for taking time to candidly evaluate this applicant. Your assessment is very important to us.

How long have you known the applicant?
In what capacity?

All Programs Academic Qualifications						
How would you rate the applicant in the following area?	Exceptional (Top 5%)	Outstanding (Next 10%)	Very good (Upper 25%)	Average (Upper 50%)	Below Average	No basis for determination
Intellectual ability/capacity for graduate work.						
Ability to collaborate/relate with others in class.						
Ability to work independently.						
English language proficiency.						
In your experience, how does this applicant compare to others?						
Vocational clarity and commitment.						
Overall academic qualifications.						

Master of Divinity Program Ministerial / Vocational Aptitude						
How would you rate the applicant in the following area?	Exceptional (Top 5%)	Outstanding (Next 10%)	Very good (Upper 25%)	Average (Upper 50%)	Below Average	No basis for determination
Potential for ministry/religious leadership.						
Professional effectiveness and creativity.						
Responsibility/motivation/commitment.						
Personal character and emotional stability.						
Personal faith/spirituality/theological maturity.						
Commitment to diverse communities and a just and sustainable society.						
Overall ministerial/vocational aptitude						

Overall Recommendation					
At what level do you recommend this applicant?					
Recommend most enthusiastically.		Recommend with confidence.		Recommend with reservation.	
Recommend strongly.		Recommend.		Do not recommend.	

Written Evaluation

Please attach your letter of recommendation to this form. Your written evaluation is extremely important to us and we will depend upon it heavily in our overall evaluation of the applicant. You may elaborate on the qualities listed above or provide additional information that you deem helpful. Please address the candidate's strengths as well as weaknesses and areas of growth – including assets and liabilities that you believe would be helpful for an academic advisor to know. For academic references, please provide your assessment of the applicant's qualifications for graduate work in the fields of theological studies. For ministerial references, please address the appropriateness of ministerial studies for this candidate.

III. TO THE RECOMMENDER

Please complete the below information.

First Name			
Last Name			
Institution / Church			
Address			
Position / Title			
E-mail			
Phone			
Signature		Date	

Return to:	Office of Admissions and Enrollment Management, Jesuit School of Theology of Santa Clara University 1735 LeRoy Avenue, Berkeley, CA 94709-1193 USA Phone: 510.549.5013 Toll-free in USA: 800.824.0122 Fax: 510.841.8536 E-Mail: admissions@jstb.edu Website: www.scu.edu/jst/
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