

Admission Policies & Procedures

Personal Qualifications

Enrollment in The Master's Seminary is limited to those who give testimony of faith in Jesus Christ as Savior and Lord, who demonstrate submission to the will of God and obedience to the Word of God, who evidence possession of the personal and spiritual gifts necessary for ministry, and who are in essential agreement with the seminary's statement of faith.

As outlined in a previous section of this catalog, it is the conviction of the seminary faculty that there are personal, spiritual, doctrinal, and professional qualifications which an educational process alone cannot produce, and without which any preparation for an entrance into the ministry of the gospel can result in nothing but personal tragedy. The seminary administration and faculty reserve the right to withdraw the privilege of enrollment from any student who, after admission, may prove to be lacking in these essential qualifications. In evaluating all applications, the Admissions Committee will look for evidence of increasing Christian maturity, normally with at least two years of growth as a Christian.

Persons with any history of divorce for either spouse should be aware that their applications will be given special scrutiny.

Academic Prerequisites

The admission requirements for each of the programs have been outlined in the previous chapter. Recommendations concerning pre-seminary studies may also be found in the specific admission requirements for the Master of Divinity program included in the previous chapter.

Application Procedures

All who are contemplating admission to the seminary should make formal application, using the forms supplied by the seminary, as early as possible, but at least two months prior to the date of intended enrollment. Applications received within two months of the desired enrollment date will be considered only at the discretion of the Admissions Committee.

Application forms may be secured from the Admissions Office. Materials to be submitted include the following:

- The seminary's application forms with all applicable questions answered in full
- A non-refundable application fee; the \$50 fee is increased to \$60 if within 30 days of desired enrollment
- A recent photograph of the applicant (and spouse, if married)

Professional Degree Programs

The purpose of all programs offered at The Master's Seminary is to (1) prepare or better equip candidates for ordination for pastoral ministries or (2) additionally equip ordained men for more effective ministry. Because the board of directors, the seminary administration, the faculty, and the church constituency understand the Scriptural criteria for the role of pastor-teacher as limiting candidacy for such roles to biblically qualified males only, only men are admitted to seminary programs.

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- Official transcripts of all college and graduate work should be requested of the schools involved and should be sent directly from the schools to the Admissions Office
 - If married or engaged, a completed Spouse's Biographical Form
 - A brief account of the applicant's salvation
 - A brief statement of career goals and reasons for applying
 - Personal reference forms, including pastoral, academic, and employer references; the pastoral reference must include an affirmation of the applicant's fitness and giftedness for Christian ministry
 - International students should note the special requirements listed below

Enrollment in all programs is selective and limited. The Admissions Committee may grant admission on the basis of the above credentials alone, or may request the submission of additional materials, and/or may require an interview with the Vice President for Academic Administration or another representative of the seminary.

International Students

Life at The Master's Seminary is enriched and missionary vision is enlarged by the presence of international students. The seminary's purpose for existence is expanded by the opportunities to equip international students for ministry and to have one's world-vision enlarged.

Prospective students from other countries who have completed a baccalaureate degree or its equivalent with a high level of academic achievement are encouraged to apply. In addition to the usual application materials and procedures, applicants from other countries must meet the following requirements:

Each applicant is required to furnish a completed certification evidencing that he has adequate resources for his program of study as well as for any dependents. Applicants who are unable to certify adequate personal funding may secure a statement from some responsible individual or organization willing to guarantee the necessary funding for the educational expenses, living expenses, and transportation expenses to, from, and within the United States, as well as the expenses for the support and care of any dependents. The seminary is unable to issue a Certificate of Eligibility (Form I-20) until a Financial Certificate guaranteeing these funds has been received, and all application forms, transcripts, and other necessary materials have been received and officially approved.

Each international applicant whose native language is other than English may be required to present a test score of 550 or higher (paper based test) or 213 or higher (internet based test) on the Test of English as a Foreign Language (TOEFL). This examination is administered several times annually in major cities throughout the world. Applicants may make arrangements for taking the examination by contacting Educational Testing Service at www.ets.org. Test results should be sent directly to The Master's Seminary.

Where practicable, the applicant may be required to attend an interview with a designated missionary or seminary representative in his home country. A report from the interviewer, using one of the seminary's reference forms, will become a part of the required application credentials.

International students who are admitted to The Master's Seminary on a student visa are required by law to be registered for a minimum of 10 semester credit hours. Additionally they are required to

show that they will be able to afford the costs of school and living expenses prior to entry and should not plan on being allowed to work off-campus. Off-campus employment is authorized only in cases of severe economic hardship occurring subsequent to a student's enrollment in an academic program. Application for approval must be submitted to The Master's Seminary and the Department of Homeland Security.

All tests, certifications, and approvals must be completed by six weeks prior to enrollment.

Transfer Students

Applicants transferring into the Master of Divinity, Bachelor of Theology or Diploma of Theology programs from other seminaries with recognized theological and academic standards will ordinarily be given full credit for course work satisfactorily completed (C or above) up to a maximum of 48 semester hours of applicable credits. The last 12 hours must be completed at The Master's Seminary unless the student has completed 80 hours or more at The Master's Seminary. Official transcripts must be sent directly from the institutions involved. In no case is credit granted for course work taken at the undergraduate level or for "life experiences."

Applicants transferring into the Master of Theology program may apply up to four advanced graduate semester credit hours from an accredited theological institution toward fulfillment of Th.M. course requirements at The Master's Seminary.

Greek Prerequisite

Though not required, it is expected that applicants will have completed a program of Beginning Greek at the undergraduate level. All who have done so must take a Greek proficiency examination as a part of the orientation procedures for the first semester of enrollment. Those who pass the examination should enroll in Greek Exegesis I and II for the first full year of their seminary programs. Those who do not pass the exam are required to enroll in and pass NT401/402 at The Master's Seminary.

Students enrolling without having taken Beginning Greek should take Hebrew Grammar I and II during their first year and Beginning Greek during the summer between the first and second years. An alternative is to enroll in Beginning Greek during the summer prior to the first year, then take Greek Exegesis I and II during the first year and Hebrew Grammar I and II the second year.

Beginning Greek credits do not count toward the 98 hours required for graduation; however, grades earned are factored into the student's grade point average.

Tuition Deposit

An advance tuition payment of \$250 is required of all approved applicants. This payment is due upon acceptance to ensure his matriculation. If an approved applicant has paid the tuition deposit and decides not to enroll, \$150 will be refunded if he notifies the seminary 60 days before classes begin. No refunds will be made if notification of withdrawal is received after these dates, respectively.

Registration

The seminary designates a period at the beginning of each fall and spring semester for reception, registration, and orientation. These periods provide opportunities for new students to become acquainted with faculty, other personnel, programs, procedures, and facilities.

All students will be notified by mail regarding the fall and spring orientation and registration schedules. The dates for these events are also included in the school calendar at the back of this catalog. The following events are especially important components of the orientation and registration procedures:

- Hebrew and Greek proficiency examinations or other types of examinations are scheduled for these periods.
- Each student is assigned a faculty academic adviser and is required to have an interview with his adviser at least once each semester. The adviser's signature approving course enrollments is a prerequisite for each registration. Lists of advisers are posted in the registration area.
- All students are expected to register on the assigned day(s) and during the assigned hours. A late registration fee of \$50 will be charged for registration up to one week late, and \$75 for registration more than one week late. After two weeks no late registration or addition of classes is permitted.
- Registration is not complete until financial obligations have been completed with the business office.

