



Application for Admission

Please return all materials with a \$50 non-refundable fee to:
 Admissions Office ♦ 77 Sherman Street ♦ Hartford, Connecticut 06105-2267 USA
 Phone (860) 509-9512/ 9552 ♦ admissions@hartsem.edu ♦ Fax (860) 509-9509

Please read carefully the enclosed *Instructions for Completing Application to Admissions* before completing the application.

Semester and year in which you plan to begin studies: Year _____ Fall Spring Summer

Program for which you are applying (please check one):

<input type="checkbox"/> Doctor of Ministry	<input type="checkbox"/> Cooperative Master of Divinity Program Option
<input type="checkbox"/> Professional Ministries Study Program	
<input type="checkbox"/> Master of Arts (please check area of focused study): <input type="checkbox"/> Biblical Studies <input type="checkbox"/> Ministry in Daily Life <input type="checkbox"/> Congregational Studies <input type="checkbox"/> Religious Studies <input type="checkbox"/> Islamic Studies and <input type="checkbox"/> Spirituality Christian-Muslim Relations <input type="checkbox"/> Theology and Ethics <input type="checkbox"/> Undecided	<input type="checkbox"/> Graduate Certificate (please check area of certificate): <input type="checkbox"/> Biblical Studies <input type="checkbox"/> Ministry in Daily Life <input type="checkbox"/> Congregational Studies <input type="checkbox"/> Religious Studies <input type="checkbox"/> Interfaith Dialogue <input type="checkbox"/> Spirituality <input type="checkbox"/> Islamic Chaplaincy <input type="checkbox"/> Theology and Ethics <input type="checkbox"/> Islamic Studies and <input type="checkbox"/> World Religions Christian-Muslim Relations <input type="checkbox"/> Undecided
<input type="checkbox"/> Islamic Chaplaincy Program (a check in this box indicates application for the Master of Arts in Islamic Studies and Christian-Muslim Relations degree program <u>and</u> the Graduate Certificate in Islamic Chaplaincy)	

Personal Information

Legal Name _____
Title First Middle Initial Last

Home Address (street, town, state, zip code) _____

Home Phone (____) _____ Home E-mail _____

Work Place and Full Address _____

Work Phone (____) _____ Work E-mail _____

Date of Birth _____ Place of Birth _____

Social Security Number _____ U.S. Citizen? Yes No

Hartford Seminary policy prohibits discrimination against any individual on the basis of race, sex, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff, and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities, and services. Additionally, the Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices that are inconsistent with this policy should be reported to the Office of the Dean.

Educational Information

Please list all *accredited* colleges, professional and graduate schools you have attended, beginning with the institution you most recently attended. *Please note that official copies of ALL transcripts listed below must be sent directly to the Admissions Office.*

School Name and Location	Dates Attended	Degree Received

Undergraduate Major _____ Graduate Field _____

If you are applying for Hartford Seminary credit to be given for courses taken at other institutions prior to admission, please list below the institutions, course titles and course numbers. *Please note:* Courses taken more than 10 years ago are not eligible for transfer.

Work Experience

Please list your present position first. If you wish, you may use a separate sheet of paper or provide a current resume detailing your work experience. Please include dates of employment, title, institution and location, and nature of work.

Academic, Community, or Employment Honors Received

Community and/or Other Activities and Interests

Personal Statement – Doctor of Ministry, Master of Arts, Islamic Chaplaincy Program and Islamic Chaplaincy Graduate Certificate Applicants ONLY

Please provide a personal statement reflecting on: 1) your goals in seeking theological education and the experiences that have led you to do so; 2) the reasons you have chosen Hartford Seminary, in particular, and your educational/vocational objectives for the program you are pursuing; 3) the life experiences that have most significantly shaped your values and who you are as a person. *Statements should be typewritten, double-spaced and no less than three and no more than four pages in length. Please do not staple personal statements to the application.*

Educational Objectives Statement – Professional Ministries Study Program and Graduate Certificate Applicants ONLY

Please provide a statement of three to four paragraphs (not to exceed one page) indicating your educational objectives in pursuing the program you have selected. *Statements should be typewritten and double-spaced. Please do not staple educational objectives to the application.* **Note:** Applicants to the Islamic Chaplaincy Graduate Certificate complete the personal statement, not the educational objectives statement.

Personal Interview – Doctor of Ministry, Master of Arts, Islamic Chaplaincy Program, and Islamic Chaplaincy Graduate Certificate Applicants ONLY

A personal interview is required for completion of the application process for all Doctor of Ministry, Master of Arts, Cooperative Master of Divinity, Islamic Chaplaincy Program or Islamic Chaplaincy Graduate Certificate applicants. You will be contacted by the Admissions Coordinator to schedule an appointment when your application, official transcripts and letters of recommendation have been received. Under extenuating circumstances, the personal interview may be conducted by phone.

International Students ONLY

Applicants who are not U.S. citizens or permanent residents must complete this section.

Is English your first language? Yes No

Have you used English as a primary language in your previous studies? Yes No

If you have studied in English, please indicate where and at what academic levels:

TOEFL EXAMINATION: If you do not have English as a first language or as a primary language in previous academic studies, Hartford Seminary requires that prior to application you achieve a minimum of 550 (written version) or 213 (computer version) on the Test of English as a Foreign Language (TOEFL) examination. You must request that official copies of your score be sent to the Admissions Coordinator.

Note: The TOEFL score being submitted must be from a TOEFL exam taken within eighteen (18) months of your application to Hartford Seminary. **Your application will not be processed without your official TOEFL score.**

Have you taken the TOEFL examination? Yes Date of Exam _____ No
Month Year

If not, on what date do you plan to take the exam? _____

LETTER OF FINANCIAL GUARANTEE: Your application must be supported by an official letter of financial guarantee from a scholarship agency or a private individual. This letter must show that the organization or individual is willing and able to finance your education at an amount consistent with the enclosed *Estimated International Student Costs* table. If the letter of financial guarantee is from an individual it must be supported by a notarized letter of credit from a recognized bank.

VISA INFORMATION: It is the policy of the Seminary that all international students are brought into the United States of America under the F-1 student visa. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

Of what country are you a citizen? _____

Do you already have a visa? Yes No If yes, what type of visa do you have? _____

What is the expiration date? _____ Visa Number? _____

Recommendations

Please note: All letters of recommendation must be signed and mailed directly from the recommending person to the Admissions Office, 77 Sherman Street, Hartford Seminary, Hartford CT 06105

I. Doctor of Ministry, Master of Arts, Islamic Chaplaincy Program (72 credit program), and Cooperative Master of Divinity Program applicants: *Three letters of recommendation are required.* One letter must be from a professor or instructor who can speak to your academic ability OR a professional colleague who can speak to your capabilities and potential for graduate level work. The second letter must be from a minister/religious official or a community/civic associate who can speak to your personal qualities, values and commitments. The third letter may be from a person of your choosing, however, it is recommended that it be from a professor or professional colleague, if at all possible.

Please list below the names and addresses of the three persons to whom you are sending the recommendation forms:

1. Name (Professor/Instructor/Professional Colleague) Address Phone number

2. Name (Minister/Religious Official or Community/Civic Associate) Address Phone number

3. Name (Other) Address Phone number

II. Islamic Chaplaincy Graduate Certificate (24 credit graduate certificate) applicants ONLY: *Two letters of recommendation are required.* One letter must be from a professor or instructor who can speak to your academic ability for graduate level study OR a professional colleague who can speak to your capabilities and potential for graduate level work. The second letter must be from the leader of a Muslim religious or community organization and address your abilities and potential to work cooperatively in community activities, exercise religious leadership, and achieve a deeper understanding of your faith, linguistically and intellectually.

Please list below the names and addresses of the two persons to whom you are sending the recommendation forms:

1. Name (Professor/Instructor/Professional Colleague) Address Phone number

2. Name (Religious Leader/Community Leader) Address Phone number

III. Professional Ministries Study Program and Graduate Certificate applicants (except those applying to the Islamic Chaplaincy Graduate Certificate): *One letter of recommendation is required.* The letter must be from a professor or instructor who can speak to your academic ability for graduate level study OR a professional colleague who can speak to your capabilities and potential for graduate level work.

Please list below the name and address of the person to whom you are sending the recommendation form:

Name (Professor/Instructor/Professional Colleague) Address Phone number

Statement

Your signature below confirms the following: 1) all information contained in the application is factually correct and honestly presented; 2) you understand that all materials submitted for the application will remain confidential and become a part of your permanent record at Hartford Seminary; and 3) the application and supporting materials are not returnable.

Signature _____

Date _____

The following information is requested for statistical reporting purposes and is optional:

Gender: Female Male

How would you describe yourself? (please check one) African-American Asian-American

Euro-American Latino-American Native American International

Other: _____

Religious Affiliation: _____

(please be specific; provide name of denomination or branch of your religious tradition, i.e., AME, Southern Baptist, Roman Catholic, UCC, Church of the Living God, Reform Judaism, Sunni Muslim, etc.)

Ordained Clergy Yes No

Religious Professional Yes No