



NAZARENE THEOLOGICAL SEMINARY ADMISSIONS APPLICATION CHECKLIST

All materials must be received before your application will be considered for admission

APPLICATION DEADLINES:

- **PRIORITY ADMISSION:** March 1 (Summer & Fall Semesters) & October 1 (Spring Semester)
- **REGULAR ADMISSION:** June 15 (Summer & Fall Semesters) & November 1 (Spring Semester)

A COMPLETED APPLICATION FILE CONSISTS OF THE FOLLOWING:

1. **COMPLETED APPLICATION FORM**
2. **\$25.00 NONREFUNDABLE APPLICATION PROCESSING FEE**
3. **REFERENCES:** Applicants should request three letters of recommendation from non-relatives who can provide an adequate and objective assessment. These letters should be sent directly from the recommender designated on the reference form to the NTS Office of the Registrar and Admissions.
 - PASTORAL REFERENCE (or Ecclesial Supervisor applicant is the Senior Pastor)
 - ACADEMIC REFERENCE (Undergraduate/graduate professor well acquainted with applicant's academic qualification)
 - PERSONAL REFERENCE

Applicants are encouraged to submit references from additional clergy, faculty, employers and other mature adults well acquainted with them.
4. **PERSONAL STATEMENT:** This essay may be used for assessment of your development during your seminary career.
5. **OFFICIAL TRANSCRIPTS:** Official transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, must be sent directly from the issuing institution to the NTS Office of the Registrar and Admissions. Applicants with course work in progress toward the fulfillment of a degree are required to submit an official final transcript verifying receipt of that degree after completion of the course work.

INTERNATIONAL APPLICATIONS MUST ALSO INCLUDE:

1. **TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)** - Applicants whose primary language is other than English will be required to give evidence of proficiency in the English Language before being accepted. A minimum score of 550 (paper-based test), 213 (computer-based test), or 79-80 (internet-based test) on the TOEFL will be the standard for judging that an applicant is proficient in the English Language. (This may be waived for students who have completed a post-secondary degree at an institution in which the primary language of instruction is English.) Test scores must be no more than two years old. For more information on the TOEFL, contact: The Educational Testing Service, TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151; (609) 771-7100; www.toefl.org. This test may be taken on the TOEFL website.
2. **AFFIDAVIT OF FINANCIAL SUPPORT** and all supporting documents to verify sources of financial support.
3. International students who have transcripts in a language other than English must provide **OFFICIAL TRANSCRIPTS ACCOMPANIED BY CERTIFIED ENGLISH TRANSLATIONS.**

Upon Acceptance, an I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status will be mailed to the student.

SEVIS FEE FOR F-1 & J-1 STUDENTS: On September 1, 2004, a new U.S. Department of Homeland Security rule went into effect that requires F-1 and J-1 visa applicants to pay a one-time fee of \$100 to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS). For more information, log on to www.unitedstatesvisas.gov/obtainingvisa/index.html.

NTS POLICY OF NONDISCRIMINATION: NTS does not discriminate against applicants on the basis of race, color, national origin, sex, marital status or age. Inquiries concerning the Seminary's nondiscrimination policy may be addressed to: Nazarene Theological Seminary, ATTN: President's Office, 1700 East Meyer Blvd., Kansas City, MO 64131.