

**GRADUATE CERTIFICATE PROGRAM IN THEOLOGICAL STUDIES  
APPLICATION INSTRUCTIONS  
ATLANTIC SCHOOL OF THEOLOGY**



The Graduate Certificate Program in Theological Studies (GCTS) is a 10-credit program. Requirements may be met entirely via online courses. The program parallels the first year of the MDiv degree program and may serve as a time of discernment for further academic or professional needs. You must maintain an overall B average to qualify for the certificate. Credits obtained in the program may be brought forward to a degree program at AST and will be subject to the admission requirements of that program. Courses assigned C grades are not transferable to any AST graduate program. See the GCTS program description in the AST Academic Calendar for further information.

To be admitted to the GCTS program you will need a Bachelor's degree from an accredited university, with a minimum of a B average (or grade point average equivalent). If you do not have a Bachelor's degree, but have a combination of prior postsecondary studies and significant life experience, you may apply for admission to the GCTS program after successful completion of AST's Prior Learning Assessment process.

The deadline for submission of GCTS application forms and all supporting documents is **March 15** for Summer Term, **May 1** for Fall Term, and **November 1** for Winter Term. If you need an extension to submit your GCTS application, contact the Registrar ([registrar@asttheology.ns.ca](mailto:registrar@asttheology.ns.ca)) and include "request for extension – GCTS" in the subject line of your email.

GCTS applications are not eligible for entrance scholarships.

**An incomplete application package will not be processed.** Please ensure that the following items are sent – **in one package** – to the Registrar at Atlantic School of Theology by the applicable application deadline.

1. **COMPLETED APPLICATION FORM** - Submit an original, completed GCTS application form *in paper format*. You are encouraged to complete the application form and application fee form as fillable PDF using the following instruction. *Do not submit your application form and supporting material electronically.*

**Instructions to complete fillable PDFs:**

You will need the latest version of Adobe Reader - <http://get.adobe.com/reader/>. Before completing the applicable form you will need to save the form (PDF format) to a location on your computer by right clicking and selecting "Save As". Once you have saved the form as a PDF to your computer, you are ready to complete the form. Complete the various sections of the form by tabbing through the form. After you have completed the form, save a final version to your computer. Print the form and sign it. **A paper copy of the form must be submitted for the GCTS application process.**

2. **APPLICATION FEE** - A \$70 non-refundable application fee must accompany all applications. This fee must be paid in Canadian funds by cheque, money order, bank draft, Visa credit card or MasterCard credit card. Note: Visa debit and MasterCard debit payments are accepted in person only. If paying by credit card, please provide all information requested on the application fee credit card payment form, including the cardholder's signature.

3. **LETTER OF INTENT** - Write 1 page (1 to 6 paragraphs) outlining your interests in studying at AST and the objectives you hope to achieve.

4. **OFFICIAL TRANSCRIPTS** - Request an **official transcript** for all of your previous and current postsecondary education to be sent to *you* in an envelope stamped or signed and sealed by the issuing university/education institution. Do not open the envelope containing your official transcript. Include all of your official transcripts in their original stamped, sealed envelopes with the application package you submit to the Registrar at Atlantic School of Theology.

**Submit your application package (Items 1 through 4 above) in paper format in one package by regular mail, by courier or drop off in person to:**

**Registrar  
Atlantic School of Theology  
660 Francklyn Street  
Halifax, Nova Scotia B3H 3B5**

AST has the option of requesting an admissions interview with you. The interview may be conducted in person on campus at AST or video conference. AST will coordinate a suitable interview date, time and location with you.

Your application package will be reviewed by the Academic Dean. You will receive a letter from the Academic Dean confirming your admission (or non-admission) to AST.

For information about or to apply for residence at AST, please visit the Students page on the AST website:  
<http://www.astheology.ns.ca/future/application-registration-forms.html>.

If you have questions about these instructions, the GCTS application form or the application and/or admission process, please contact our Registrar at [registrar@astheology.ns.ca](mailto:registrar@astheology.ns.ca) or 902.425.3691.

**GRADUATE CERTIFICATE PROGRAM IN THEOLOGICAL STUDIES  
APPLICATION FORM  
ATLANTIC SCHOOL OF THEOLOGY**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City/Town Province Postal Code Country

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(yyyy) (mm) (dd)

Social Insurance Number: \_\_\_\_\_  
(required for official tax receipt for tuition and/or bursaries)

Gender: ( ) Male ( ) Female ( ) Gender Diverse

Mother Tongue: English French Other \_\_\_\_\_

Religious denomination or tradition: \_\_\_\_\_

Do you intend to seek ordination in your religious denomination or tradition? ( ) Yes ( ) No ( ) Undecided

Citizenship: Canadian Other \_\_\_\_\_

Status in Canada: ( ) Permanent resident ( ) International student Visa Other \_\_\_\_\_

If you previously attended AST, indicate program(s) and year(s) attended: \_\_\_\_\_

When do you intend to begin courses at AST: \_\_\_\_/\_\_\_\_  
(mm) (yyyy)

Will you be taking courses primarily: on campus or online courses only or undecided

**Previous Academic Studies:**

Indicate all postsecondary institutions attended. Failure to indicate previous attendance at any postsecondary institution will invalidate this application. For additional space, please use a separate sheet of paper.

All postsecondary (universities, colleges and other institutions of higher learning) attended	Years attended	Area of study	Degree(s) granted

If you completed or are you completing some university credits, but not a degree please complete:

All postsecondary (universities, colleges and other institutions of higher learning) attended	Number of Courses/Credits	Area of study	Date Last Attended

If any of your transcript(s) will be issued in a name other than the name you list on page one of this application form, please provide your previous name: \_\_\_\_\_

**Official Transcripts:** Submit, with your GCTS application form, one official transcript in its original sealed and signed/stamped envelope issued by each university or postsecondary education institution(s) listed in the table(s) above. (See Application Instructions, Item 4 for details.)

Are you applying for admission without a Bachelor's degree?            Yes            No

IF NO, please skip to Application Form Page 3.

IF YES, complete AST's Prior Learning Assessment process. Contact the Academic Office ([academic@astheology.ns.ca](mailto:academic@astheology.ns.ca)) for details. Your Prior Learning Portfolio must be assessed before your application can be processed.

Prior Learning Portfolio Submission Dates

Intended Start Date for Graduate Studies	Submission Date for Prior Learning Portfolio
Summer Term	February 1
Fall Term	March 15
Winter Term	October 15

Indicate your status in AST's Prior Learning Assessment process:

have not yet contacted the Academic Office

submitted the \$400 Prior Learning Portfolio Processing fee to the Academic Office \_\_\_\_\_  
mm/yyyy

consulted with an AST Prior Learning Assessment advisor \_\_\_\_\_  
mm/yyyy

submitted Prior Learning Portfolio to the Academic Office \_\_\_\_\_  
mm/yyyy

received a letter from the Academic Dean regarding your Prior Learning Assessment \_\_\_\_\_  
mm/yyyy

Regulations relating to all academic matters and student conduct are made by the Board of Governors and the Senate of Atlantic School of Theology. Upon admission, the applicant agrees to comply with AST's Code of Conduct and to abide by all regulations from time to time promulgated by Atlantic School of Theology.

\_\_\_\_\_  
**Applicant Signature**

**A \$70 non-refundable application fee must accompany this application form.** (Application fee credit card payment form follows on the next page of this document.) Please confirm your payment method:

Cheque made payable to Atlantic School of Theology enclosed.

Application fee credit card payment form enclosed.

Application fee credit card payment processed directly with the AST Business Office on \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

**Submit your application package in *paper format* (application form, letter of intent, official transcript(s), and \$70 application fee) *in one package* by regular mail, by courier or drop off in person to:**

**Registrar**

**Atlantic School of Theology**

**660 Francklyn Street**

**Halifax, Nova Scotia B3H 3B5**

If you have questions about the application process, email [registrar@astheology.ns.ca](mailto:registrar@astheology.ns.ca).

**For Registrar's Office Only**

Application package received in full: \_\_\_\_\_

Application fee received: \_\_\_\_\_

Application fee sent to Business Office: \_\_\_\_\_

Application fee processed by Business Office: \_\_\_\_\_

Notes/follow up: \_\_\_\_\_

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**GRADUATE CERTIFICATE PROGRAM IN THEOLOGICAL STUDIES  
APPLICATION FEE CREDIT CARD PAYMENT FORM  
ATLANTIC SCHOOL OF THEOLOGY**

**Option One** – Complete this form and include it as a *single* page with your GCTS application package.

Name: \_\_\_\_\_

Last

First

Middle

Applicant's phone number: \_\_\_\_\_

An application fee of \$70 will be processed using the credit card information provided.

Visa **or** MasterCard

Credit Card Number \_\_\_\_\_

Expiry Date: \_\_\_/\_\_\_/\_\_\_ CVV \_\_\_\_\_  
mm/yy

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Option Two** – Call the AST Business Office at 902-496-7942 to make your payment over the phone.

Note:

- (1) *Visa debit* and *MasterCard debit* payments are accepted in person only at the AST Business Office.
- (2) Credit card information provided on this form will be used for application fee payment only. Payment for tuition and associated fees is submitted during the course registration process.
- (3) Application fee credit card payment forms will be securely destroyed by the Registrar's Office after payment is successfully processed.

**For Business Office Only**

Amount received: \_\_\_\_\_

Payment method: \_\_\_\_\_

Date received: \_\_\_\_\_

Notes/follow up: \_\_\_\_\_

**RETURN PROCESSED APPLICATION FEE CREDIT CARD PAYMENT FORM TO THE REGISTRAR**