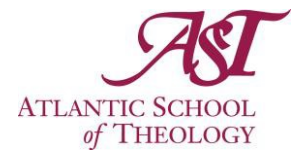


**SPECIAL STUDENT
APPLICATION INSTRUCTIONS
ATLANTIC SCHOOL OF THEOLOGY**



A Special Student is a student who meets AST's graduate studies admission requirements and is admitted to study for academic credit at the graduate level. A Special Student may register for up to 5 courses prior to beginning a graduate degree or certificate program. Courses completed as a Special Student may be transferred to a graduate degree or certificate program at AST at a later date.

To be admitted as a Special Student 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 hold a Bachelor's degree, please see the Academic Program Admissions section of the AST Academic Calendar for information about studying at AST without a Bachelor's Degree

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 as a Special Student after successful completion of AST's Prior Learning Assessment process.

The deadline for submission of Special Student 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 Special Student application, contact the Registrar (registrar@astheology.ns.ca) and include "request for extension – Special Student" in the subject line of your email.

Special Student applications are not eligible for entrance scholarships.

As Special Students are not admitted to an approved graduate degree or certificate program, they are not eligible for provincial or federal student loan funding.

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 Special Student application form *in paper format*. You are encouraged to complete the application form and application fee form as fillable PDFs using the following instructions. *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 Special Student 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** verifying your completion of a Bachelor's degree to be sent to *you* in an envelope stamped or signed and sealed by the issuing university/postsecondary education institution. Do not open the envelope containing your official transcript. Include your official transcript in its 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 Special Student application form or the application and/or admission process, please contact our Registrar at registrar@astheology.ns.ca or 902.425.3691.

**SPECIAL STUDENT
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: _____

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

Completion of a Bachelor's Degree:

Provide the following information regarding your Bachelor's degree. If you transferred credits from another university/postsecondary institution to the university that granted your Bachelor's degree provide this information too.

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

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 Special Student 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 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 Special Student Application Form page 3.

IF YES, complete AST's Prior Learning Assessment process. Contact the Academic Office (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, \$70 application fee, letter of intent, and official transcript(s)) 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.

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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**APPLICATION FEE CREDIT CARD PAYMENT FORM
ATLANTIC SCHOOL OF THEOLOGY**

Option One – Complete this form and include it as a *single* page with your Special Student 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.

<p>For Business Office Only</p> <p>Amount received: _____</p> <p>Payment method: _____</p> <p>Date received: _____</p> <p>Notes/follow up: _____</p> <p style="text-align: center;">RETURN PROCESSED APPLICATION FEE CREDIT CARD PAYMENT FORM TO THE REGISTRAR</p>
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