

**BACHELOR OF THEOLOGY PROGRAM
APPLICATION INSTRUCTIONS
ATLANTIC SCHOOL OF THEOLOGY**



IMPORTANT NOTICE: AST IS APPLYING TO THE MARITIME PROVINCES HIGHER EDUCATION COMMISSION TO APPROVE THE BACHELOR OF THEOLOGY PROGRAM. IF THE APPROVAL IS NOT GRANTED AT THE TIME OF YOUR APPLICATION, YOU WILL BE CONSIDERED AS A SPECIAL STUDENT APPLICANT UNTIL THE APPROVAL IS GRANTED. IF ADMITTED, YOU WILL BE PERMITTED TO BEGIN CLASSES AS EARLY AS SEPTEMBER 2023.

DEADLINES The deadlines for submission of BTh application forms and all supporting documents are as follows:

Application Deadline	Starting Date	Starting Term
June 30	September 1	Fall term
November 30	January 1	Winter term
March 31	June 1	Summer term

Applications and/or reference letters received after these deadlines will be processed for the following academic term.

APPLICATION FEE - An \$80 non-refundable application fee must be paid prior to the assessment of your application. This fee must be paid in Canadian funds by cheque, e-transfer, money order, bank draft, Visa credit card or MasterCard credit card. Visa debit and MasterCard debit payments are accepted at the Business Office in person only.

Incomplete application packages will not be processed. Please ensure that the following items are sent to the Registrar at Atlantic School of Theology by the application deadline.

STEP 1 - COMPLETED APPLICATION FORM - Complete this application form using the fillable PDF option.

Instructions to complete BTh application form as 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.

STEP 2 - AUTOBIOGRAPHICAL ESSAY - Write a 1-2 page essay describing your learning style and educational goals.

Ensure you include the following information in the upper left-hand corner on the first page of your essay:

Name
Autobiographical Essay
Date

STEP 3 - OFFICIAL TRANSCRIPTS - Request an **official transcript for all** of your previous and current educational institutions to be sent directly to the Registrar at Atlantic School of Theology, including high school.

STEP 4 - LETTERS OF REFERENCE - Three letters of reference are required as part of the Bachelor of Theology application process. Letters of reference will be treated confidentially. You will ask each of your referees to complete the BTh Letter of Reference form.

Contact three referees to complete a BTh Letter of Reference on your behalf. Your referees must be your teachers, instructors, community leaders, ministers/pastors/priests, or employers. They may not be relatives or close personal friends.

Referees should send their letter of reference directly to the Registrar by email or regular mail.

STEP 5 – SUBMIT YOUR APPLICATION - Submit your application by email or print and send by regular mail.

Be sure to include your completed application form and autobiographical essay in ONE email or package.

registrar@astheology.ns.ca

**The Registrar
Atlantic School of Theology
660 Francklyn Street
Halifax NS
Canada B3H 3B5**

To drop off in person please note the **Registrar's Office is located on the lower level of the AST Library.**

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

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

QUESTIONS - If you have questions about these instructions, the Bachelor of Theology program application form or the application and/or admission process, please contact the Registrar at registrar@astheology.ns.ca or 902.425.3691.

RESIDENCE - 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/residence.html>

FINANCIAL AID - At this time, AST is not offering designated financial assistance to BTh students. Funding arrangements are under review. You are encouraged to seek funds from employment, savings, student loans, or sponsors (e.g. church organizations or parents, if applicable).

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Name: _____
Last First Middle

Address: _____
Street

City/Town Province/State Postal Code Country

Email: _____ Phone: _____

Date of birth: _____
yyyy/mm/dd

Canadian Social Insurance Number: _____
(required for official tax receipt for tuition)

Check here if you do not have a
Canadian Social Insurance Number:

Gender: Male Female Gender Diverse

First Language: English French Other _____

Optional information

AST collects the following information for statistical purposes and to improve student services. Information you provide here will not impact the university's decision to admit you to a program of study. **You may skip this section if you wish.**

Students with Disabilities (you may skip this question if you wish)

Do you consider yourself a person with a disability?

Yes No Prefer not to answer

Please note: Learning accommodations for persons with disabilities should be requested and documented by writing to the Registrar prior to the start date of your studies.

Religious Identity (you may skip this question if you wish)

Please indicate if you a member or regular participant in a religious tradition or community.

Yes No Prefer not to answer

If yes, which one? _____

Racial or Ethnic Identity (you may skip this question if you wish)

Please indicate if you self-identify within any of the following groups:

Indigenous, Aboriginal, First Nations status, First Nations non-status, Métis, or Inuit from Canada or the USA

Yes No Prefer not to answer

Indigenous, Aboriginal, or First Nations from other parts of the world

Yes No Prefer not to answer

Asian or a person of Asian descent

Yes No Prefer not to answer

Black or a person of African descent

Yes No Prefer not to answer

Pacific Islander or a person of Pacific Islander descent

Yes No Prefer not to answer

South Asian or a person of South Asian descent

Yes No Prefer not to answer

West Asian, Arab, or a person of West Asian or Arab descent

Yes No Prefer not to answer

White or a person of European, Anglo, or Celtic descent

Yes No Prefer not to answer

More than one racial or ethnic identity

Yes No Prefer not to answer

Other (please specify):

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 the BTh program at AST? Summer Term (June 1)
Fall Term (September 1)
Winter Term (January 1)

Previous Academic Studies:

Date of High School Diploma or Equivalent (required). If incomplete, state "INC."

Name and date of college diploma(s), if applicable. If partial or incomplete, state "INC."

Name and date of university degree(s), if applicable. If partial or incomplete, state "INC."

Failure to disclose previous attendance at any educational institution will invalidate this application.

NOTE: For admission to the BTh program you do not need to complete a Prior Learning Assessment.

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(s): _____

Official Transcripts: Request an official transcript for all of your previous and current education to be sent directly to the AST Registrar. The transcript must be issued directly by the institution to AST. Photocopies are not permitted.

Letters of Reference

Contact three referees to complete a Letter of Reference on your behalf.

They must use the BTh Letter of Reference form provided by AST.

Your referees must be your teachers, instructors, community leaders, ministers/pastors/priests, or employers. They may not be relatives or close personal friends.

Please complete in full:

	Reference #1	Reference #2	Reference #3
Name			
Job Title			
Organization			
Email Address			

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 published by Atlantic School of Theology.

I confirm that the information given in this application form is true, complete and accurate.

Date yyyy/mm/dd

Signature

An \$80 non-refundable application fee must be paid prior to the assessment of your application.

Please confirm your payment method:

Cheque made payable to Atlantic School of Theology.

E-Transfer sent to businessoffice@astheology.ns.ca

Credit card processed directly with the Business Office (902.222.0661) _____

yyyy/mm/dd

Submit your completed BTh application form and autobiographical essay in ONE package by email registrar@astheology.ns.ca

OR in paper format by regular mail to:

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

For Registrar's Office Only

Received _____

Complete application package (application form and autobiographical essay) _____

Three Letters of Reference _____

Official Transcripts _____

Application fee paid _____