

**MASTER OF DIVINITY PROGRAM
APPLICATION INSTRUCTIONS
ATLANTIC SCHOOL OF THEOLOGY**



The deadline for submission of MDiv application forms and all supporting documents is **March 15** (Summer Distance stream, Summer Term program start date) and **May 1** (campus-based stream, Fall Term program start date). Applications received in full by the applicable application deadline will be automatically considered for entrance scholarships. (There is no separate entrance scholarship application.)

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.

1. **COMPLETED APPLICATION FORM** - Complete the application form using the fillable PDF option. Submit your application by email or print and send by regular mail.

Instructions to complete MDiv 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.

2. **AUTOBIOGRAPHICAL ESSAY** - Write a 3 to 4 page essay describing the development of your spiritual life and faith, your church involvement, how you see your vocation, and your hopes for theological studies.

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

"Name"

Autobiographical Essay

"Date"

3. **OFFICIAL TRANSCRIPTS** - Request an **official transcript** for all of your previous and current postsecondary education to be sent directly to the Registrar at Atlantic School of Theology.

4. **LETTERS OF REFERENCE** - Three Letters of Reference are required as part of the Master of Divinity application process. Letters of reference will be treated confidentially. You, the applicant, will ask each of your referees to complete the MDiv Letter of Reference form provided at the end of the MDiv application form document. An individual PDF of the MDiv letter of reference form is also available on the Application & Course Registration Forms of the AST website: <http://www.astheology.ns.ca/future/application- registration-forms.html>.

Send the prescribed MDiv Letter of Reference form to the following referees for completion:

Reference #1: Academic: A person acquainted with your academic work (e.g. – a professor, dean or teacher. If a professor, dean or teacher is not available, you may select someone familiar with your research and/or writing skills.)

Reference #2: Clergy: A pastor, minister or priest closely associated with you.

Reference #3: Personal: A person not related to you who knows you well.

Your referees will complete the prescribed MDiv letter of reference form by hand or electronically (the form provided is a fillable PDF). **Referees should send their letter of reference directly to the Registrar by email or regular mail.**

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

Submit your application package by email to registrar@astheology.ns.ca OR in paper format by regular mail to:

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

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

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.

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.

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>

If you have questions about these instructions, the Master of Divinity Program application form or the application and/or admission process, please contact the Registrar at registrar@astheology.ns.ca or 902.425.3691.

**MASTER OF DIVINITY PROGRAM
APPLICATION FORM
ATLANTIC SCHOOL OF THEOLOGY**



Name: _____
Last First Middle

Address: _____
Street

City/Town Province/State 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

First Language: English French Other _____

Religious denomination or tradition: _____

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

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

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.

Racial or Ethnic Identity

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 MDiv Program at AST: Summer Term
Fall Term
Winter Term

Are you applying for admission to: the campus-based stream or the Summer Distance stream?

Previous Academic Studies:

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) for details. Your Prior Learning Portfolio must be assessed before your MDiv 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 \$450 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)

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 attach 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 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: Request an official transcript for all of your previous and current postsecondary education to be sent directly to the Registrar.

Letters of Reference

Read Application Instructions, Item 4 about arranging for letters of reference.

Please complete in full:

	Reference #1 - Academic	Reference #2 - Clergy	Reference #3 - Personal
Name			
Job Title			
Organization			
Full Mailing Address			
Phone Number			
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 promulgated 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 application form and autobiographical essay in ONE package by email - registrar@astheology.ns.ca - OR in paper format by regular mail to:

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

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

If you have questions about the application process, email registrar@astheology.ns.ca.

For Registrar's Office Only

Received:

Complete application package (application form and autobiographical essay) _____

Three Letters of Reference _____

Official Transcripts _____

Application fee paid: _____

**MASTER OF DIVINITY PROGRAM
LETTER OF REFERENCE
ATLANTIC SCHOOL OF THEOLOGY**



Applicant's Name: _____
Last First

Referee's name: _____

Position or Title: _____

Organization: _____

Email address: _____

Phone number: _____

The applicant has applied for admission to the Master of Divinity Program at Atlantic School of Theology. The applicant has given your name as a reference. AST appreciates the assistance you provide our Admissions Committee by submitting your letter of reference for the applicant.

All information you provide in this letter of reference will be treated confidentially.

Please complete the following letter of reference form by hand or electronically (the form provided is a fillable PDF).

Instructions to Complete the Letter of Reference as a fillable PDF:

You will need the latest version of Adobe Reader - <http://get.adobe.com/reader/>. Before filling in any information you will need to save the letter of reference form (PDF format) to a location on your computer by right clicking and selecting "Save As". Once you have saved the letter of reference form to your computer as a PDF, you are ready to complete the letter. Complete the various sections by tabbing through the letter. After you have completed the letter, save a final version to your computer. **Submit your letter of reference directly to the Registrar** by email to registrar@astheology.ns.ca OR print and send by regular mail.

If sending by mail, place an original, signed paper copy of your letter of reference in an envelope addressed as follows:

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

1. In what capacity, and for how long, have you been acquainted with the applicant?

