

**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. After 5 courses, a Special Student should contact the Registrar to apply to one of the graduate programs (GCTS, MA, or MDiv). A maximum of 7 courses may be taken as a Special Student. 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.

APPLICATION FEE - A \$75 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.

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** - Please complete the application form using the fillable PDF option. Submit your application by email or print and send by regular mail.

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.

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

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.

Be sure to include your completed application form and letter of intent 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, 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.**

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:
<https://www.astheology.ns.ca/future/residence.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/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 as a Special Student at AST: Summer Term
Fall Term Winter Term

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

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 Special Student 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)

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.

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

A \$75 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 letter of intent 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 letter of intent) _____

Official Transcripts _____

Application fee paid: _____