M.A.C.S. Application Checklist
Fall 2015

Application Deadline: April 1, 2015
Application Review: September 2014 – April 2015 on a rolling basis
Program Start: Fall 2015

☐ Complete application form
  Complete and submit application form through Apply Yourself

☐ Non-refundable application fee ($55)
  A $55 fee is payable by credit card at the time of submission

☐ Transcripts
  Unofficial transcripts from all previous colleges, universities, graduate schools, study abroad institutions, and seminaries must be submitted. Transcripts must be submitted regardless of when you attended, how many hours you earned, or whether you earned a degree. High school transcripts are not required.

  Unofficial transcripts should be uploaded to the Apply Yourself application. If needed, transcripts can be mailed to the Office of Admissions, Duke Divinity School, Box 90965, Durham, NC 27708-0965.

☐ Resume/C.V.
  Your resume will be uploaded as part of the online application process. The resume should provide a brief summary of your educational background, job experience, vocational aspirations, leadership goals and accomplishments, professional affiliations, honors and awards, community service, skills, personal qualities, and interests and hobbies.

☐ 4 Reference Letters (3 academic, 1 church or character)
  All applicants will be asked to provide the contact information of your recommenders as part of the online application. Entering your recommender information will trigger an automatic email request to submit a letter of recommendation. Your recommender will receive instructions guiding them through the process of completing the secure recommendation form to support your application. Recommenders who are unable to access the online form can download the recommendation form.

☐ Essay
  A two-page, double-spaced essay (1 page per question) addressing the following questions:
  1) What goal do you hope to achieve by enrolling in the Master of Arts in Christian Studies degree program? (Maximum 1 page)
  2) Reflect on a theological book that has recently engaged your attention, highlighting its connection to your own theological development in relation to the church, academy, and world (Maximum 1 page)

☐ Academic Writing Sample
  Submit a 4-6 page (1000-1500 words) academic writing sample such as an essay or excerpt from an academic paper or article. Attention to theological themes is desired.

Additional Requirements for International Applicants

☐ Ecclesiastical Endorsement Statement
  A letter of endorsement must be sent from an official (bishop, general secretary, etc.) of the student’s native ecclesiastical body, affirming that ecclesiastical body’s support for the student’s pursuit of theological studies in the United States and welcome the student into active ministry under its jurisdiction following the student’s study in this country.

☐ Official TOEFL Scores
  Applicants whose native language is not English must submit official scores from the Test of English as a Foreign Language (TOEFL) as part of the application process. Official TOEFL scores must be transmitted electronically from the Educational Testing Services (E.T.S.) to Duke (institution code 5156). Personal copies are not accepted.

☐ Financial Certification
  All international applicants download and complete the International Student Data Form (Downloadable Forms). Upload the completed form. Please do not mail in forms or supporting documents.