M.Div. Application Checklist
Fall 2015

Application Deadlines:

- November 1, 2014  Early Deadline
- January 10, 2015  Priority Deadline (Merit-Based Scholarship)
- April 1, 2015  Final Deadline

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 (2 academic, 1 church, 1 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) Describe your sense of vocation in Christian ministry, articulating both the significant points of affirmation
     that have led to your understanding as well as how it fits with the mission of Duke Divinity School.
     (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)

Additional Requirements for Transfer Applicants

☐ Letter of Honorable Dismissal
  A letter of recommendation from the President or Dean of your seminary attesting to honorable academic and
  disciplinary status.

☐ Letter of Honorable Standing
  A letter of recommendation from the Dean of Student Life or Director of Field Education at your current seminary
  attesting to honorable academic and disciplinary status.

☐ Statement of Explanation and Purpose for the Proposed Transfer
  Outline reasons for transferring.

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.
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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.