M.T.S. Application Checklist
Fall 2015

Application Deadline: February 1, 2015
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 Theological 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 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
   Explain reasons and purpose of transfer.

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.