



International Application Checklist for Duke Divinity School

- *You are encouraged to spend time on your application, carefully responding to every question.*
- *Applications must be complete in order to be considered by the Admissions Committee.*
- *Please contact our office periodically (888-GO-2-DUKE, 919-660-3436, or admissions@div.duke.edu) to inquire about the status of your application. We can gladly tell you what has arrived and what is missing in your file.*
- *Letters of reference may be downloaded from www.divinity.duke.edu or are found in the downloadable forms section the online application (if your reference writers prefer to fill out a paper form).*

International application deadlines for all degree programs (but the Master of Divinity) are the same as for other applicants. For the Master of Divinity international applicants must apply by the January 10 deadline.

_____ **All reference letters required by program to which you are applying.** Additionally, a *statement 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 welcoming the student into active ministry under its jurisdiction following the student's study in this country.

_____ **\$55 Non-refundable Application Fee:** check or money order should be made payable to "Duke Divinity School," or if you are applying online, the fee is paid by credit card.

_____ **All Essays and/or writing samples required for the program to which you are applying.**

_____ **Official Transcripts** from each college, university, and/or seminary attended. Transcripts should be sent directly to the Admissions Office from the institution (electronic transcripts transmitted from institutions are considered official copies). Personal or unofficial copies may be used for committee review of your application. However, you will not be able to enroll without a final transcript sent directly to us from the degree granting institution.

_____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).

_____ **Testing:** If the applicant's native language is not English, certification of English proficiency must be demonstrated by scores from the Test of English as a Foreign Language (TOEFL), regardless of whether or not the applicant attended another U.S. institution or participated in an ESL program. The TOEFL is administered through the Educational Testing Service (E.T.S.) in Princeton, New Jersey. For test score reporting purposes Duke's Educational Testing Service (E.T.S.) code number is **5156**. The Divinity School receives your official TOEFL scores electronically from the E.T.S. You must take the TOEFL in time for official scores to reach us by the application deadline. The score must not be more than two years old by the application deadline for the degree to which the applicant is applying. Personal copies are not acceptable, nor are "attested" or notarized copies.

For **M.Div., M.T.S., M.A.C.P, M.A.C.S., D.Min., Th.D., and Special Student** applicants, the Divinity School requires a cumulative score of 93 on the TOEFL internet-based test (iBT) with a minimum of 23 scored in each subtest. M.Div., M.T.S., M.A.C.P, M.A.C.S., D.Min., Th.D., and Special Students who do not have access to the TOEFL iBT may submit scores from the TOEFL paper-based test (PBT). The TOEFL PBT score must be at least 580 with a minimum score of 5 on the Test of Written English (TWE). The TOEFL iBT is the preferred English proficiency test.

For **Th.M.** applicants, the Divinity School requires a cumulative score of 108 on the TOEFL iBT with a minimum of 27 scored in each subtest. Th.M. applicants who do not have access to the TOEFL iBT may submit scores from the TOEFL PBT. The TOEFL PBT score must be at least 610 with a minimum score of 6 on the TWE. The TOEFL iBT is the preferred English proficiency test.

Exceptions may apply in active international partnerships with Duke Divinity School and will be determined at the discretion of the Director of Admissions and the Associate Dean for Academic Formation. In addition to the TOEFL, an international student may be required to complete an interview with the Director of Admissions, the Associate Dean for Academic Formation, and/or a faculty member.

_____ **Finances:** A statement demonstrating financial arrangements for the proposed term at the Divinity School must be submitted. Estimated minimum expenses per academic year for a single international student are \$39,957 based on M.Div. tuition. Figures are based on 2013-2014 projections and are subject to change. Living costs for additional family members should be figured on the basis of a minimum \$400 per month for a spouse and \$260 per month per child. The Duke Medical Insurance Plan is required for the student, spouse and other dependents and will incur an additional cost. For information about the Duke Medical Insurance Plan, please refer to: <http://www.studentaffairs.duke.edu/studenthealth/health-insurance>