



*Exploring Differences, Deepening Faith*

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR ADMISSION

**Applications and all supporting documents including ALL official transcripts and letters of recommendation should be sent to: Admissions Office, Hartford Seminary, 77 Sherman Street, Hartford, CT 06105 Attention: Admissions Coordinator**

The *Hartford Seminary 2008-2009 Catalogue* is available for viewing and download at [www.hartsem.edu](http://www.hartsem.edu). A CD copy of the Catalogue is included in all information packets mailed to prospective students. For those who do not have access to a computer with either a CD-ROM drive or Internet access, a printed copy may be requested by contacting the Admissions Office.

All degree program students receive a printed copy of the *Hartford Seminary 2008-2009 Catalogue* at the time of admission.

### General Information

- **Transcripts** - Your official transcript/s must be requested and sent directly to the Admissions Office from all institutions of higher education at which you have taken courses *even if you have not received a degree from that institution*. If further clarification is required, please contact Vanessa Avery-Wall, Admissions Manager, at [vaw@hartsem.edu](mailto:vaw@hartsem.edu) or 860-509-9552.
- **International Students** – please read the enclosed *International Students: Application, Admission and Important Related Information* brochure.
- **Admission** is granted only on the basis of the terms stated in the *Hartford Seminary 2008-2009 Catalogue* and in the admission letter.
- **Tuition** for the 2008-2009 academic year (comprised of Fall Semester 2008, January Intersession 2009, Winter/Spring Semester 2009 and Summer Session 2009), is \$1630 per 3-credit course. Other program and administrative fees apply as stated in the *Hartford Seminary 2008-2009 Catalogue*.
- Any questions concerning the application or application process should be directed to Vanessa Avery-Wall, Admissions Manager, (860) 509-9552; [vaw@hartsem.edu](mailto:vaw@hartsem.edu).
- To check on the status of your application and the Seminary's receipt of transcripts and letters of recommendation, please contact the Admissions Coordinator, Marcia Pavao, at (860) 509-9512; [mpavao@hartsem.edu](mailto:mpavao@hartsem.edu).

### Financial Aid and Scholarship Assistance

- Hartford Seminary financial scholarship assistance is available to applicants with demonstrated financial need in the following programs: Doctor of Ministry, Master of Arts, Cooperative Master of Divinity, Islamic Chaplaincy Program (72 credits), and Islamic Chaplaincy Graduate Certificate (24 credits). Note: Special Students, applicants to the Professional Ministries Study Program, and Graduate Certificate students are not eligible for Hartford Seminary financial aid.
- Hartford Seminary has its own financial aid application that must be completed. To request a financial aid application, please contact the Admissions Office as noted above or visit the website at [www.hartsem.edu](http://www.hartsem.edu). Could you include here instructions on how to get to the financial aid instructions and application from the online forms center?
- Students applying for admission to the M.A. may submit applications for merit-based awards. Merit scholarships recognize a student's academic aptitude and potential: the deadline is Feb 1<sup>st</sup> and students must maintain better than a 3.5 grade point average. Separate application available on this page (<http://www.hartsem.edu/academic/financialaid.html>) on our website.
- **The deadline for first round consideration for financial aid for the upcoming academic year is June 1.** Financial aid applications received after June 1 will be considered if funds are available.
- Students are required to maintain a better than B- (2.66) G.P.A. to remain eligible for financial aid. **Students must reapply for financial aid each year.** Students are not guaranteed financial aid even if they received aid the previous year.
- Students may also be eligible for privately funded student loan programs. For more information please refer to The Educational Resources Institute, Inc. at [www.teri.org](http://www.teri.org) or Connecticut Higher Education Supplemental Loan Authority at [www.Chesla.org](http://www.Chesla.org). Scholarship assistance may also be available from your faith community/denomination.

Hartford Seminary policy prohibits discrimination against any individual on the basis of race, sex, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff, and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities, and services. Additionally, the Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices that are inconsistent with this policy should be reported to the Office of the Dean.

