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 2006-2007 Catalogue is available for viewing and download at 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 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 2006-2007 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 accredited 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 Meg Wichser.

- 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 2006-2007 Catalogue and in the admission letter.

- Tuition for the 2006-2007 academic year (comprised of Fall Semester 2006, January Intersession 2007, Winter/Spring Semester 2007 and Summer Session 2007), is $1460 per 3-credit course. Other program and administrative fees apply as stated in the Hartford Seminary 2006-2007 Catalogue.

- Any questions concerning the application or application process should be directed to Meg Wichser, Director of Educational Services, (860) 509-9552; wichser@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.

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 and applicants to the Professional Ministries Study Program and Graduate Certificates 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.

- 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 or Connecticut Higher Education Supplemental Loan Authority at 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.

May 2006
APPLICATION INSTRUCTIONS
2006-2007

DOCTOR OF MINISTRY (D.MIN.) PROGRAM (36 credits)

Admission Stipulations

- The Doctor of Ministry program is open to persons who 1) have completed the Master of Divinity degree or its educational equivalent (equivalency is understood to mean three years of post-baccalaureate theological study) and 2) have a minimum of three years of full-time experience in the practice of ministry after M.Div. completion.
- Completed applications for the Doctor of Ministry program and all supporting documents should be submitted no later than May 1st of the year in which admission is sought. Decisions on applications submitted by the May 1st deadline are typically made by the end of June. The D.Min. program begins with the fall semester.
- Financial aid: In order to be included in the first round of financial aid decisions for the next academic year, the separate Hartford Seminary financial aid application must be submitted no later than June 1st.
- Transfer credit: Applicants may request that three doctoral level credits taken at another accredited institution count toward the elective requirements for the Doctor of Ministry degree. These credits must have been earned within 10 years of enrolling at Hartford Seminary. When requesting that transfer credit be granted toward the D.Min. degree, include your request where indicated on pg. 2 of the application.
- On-Campus Classroom Requirement: At least 18 of the 36 credits required for the Doctor of Ministry degree must be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits required for the degree to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, transfer credits, final project, and travel seminars.

The applicant must submit the following:

1. The application form and application fee of $50.
2. A personal statement reflecting on: 1) your goals in seeking further theological education and the experiences that have led you to do so; 2) the reasons you have chosen Hartford Seminary, in particular, and your educational/vocational/ministerial goals; 3) the life experiences that have most significantly shaped your values and who you are as a person. All statements should be typed, double-spaced and three to four pages in length. Please do NOT staple personal statements to the application.
3. Official transcripts must be requested and sent directly to the Admissions Office from all accredited undergraduate and graduate institutions at which you have taken courses even if you have not received a degree from that institution. Please indicate on the application any other name/s that may appear on transcripts that you have requested be sent to the Admissions Office.
4. Three letters of recommendation from persons able to assess your academic and professional potential as follows: 1) one from a professor or instructor who can speak to your academic ability or a professional colleague who can speak to your capabilities and potential for doctoral level work, 2) one from a minister/religious official or a community/civic associate who can speak to your personal qualities, values and commitments, and 3) one from a person of your choosing however, a letter from a professor or professional colleague is preferred. All letters of recommendation must be signed by the referent.
5. International students:
   a. Request that your official TOEFL (Test of English as a Foreign Language) score report be sent directly to the Hartford Seminary Admissions Office; Hartford Seminary’s Institution code for use when requesting official test scores from TOEFL is 8726.
   b. Request that the letter/s of financial guarantee be sent directly to the Hartford Seminary Admissions Office; all letters of financial guarantee must be signed.

May 2006
DOCTOR OF MINISTRY (D.MIN.) PROGRAM - continued

Personal Interview
A personal interview is required for completion of the application process. You will be contacted by the Admissions Office to schedule an appointment for an in-person interview when your application and supporting materials have been received. Where distance or circumstance prohibits a visit to campus, a phone interview will be scheduled.

Notification of Admission Decisions
Notification of admissions decisions on application files completed by the May 1st deadline typically occurs by the end of June.
APPLICATION INSTRUCTIONS  
2006-2007

PROFESSIONAL MINISTRIES STUDY PROGRAM  (12 credits)

Admission Stipulations

- The Professional Ministries Study Program is open to persons who 1) have completed the Master of Divinity degree or its educational equivalent (equivalency is understood to mean three years of post-baccalaureate theological study) and 2) have a minimum of three years of full-time experience in the practice of ministry after M.Div. completion.

- Coursework that was taken for credit at the 600 level or above as a special (non-matriculated) student at Hartford Seminary prior to admission may be applied toward the 12 credits required for the Professional Ministries Study Program. However, at least 6 credits must be taken after official notification of admission to the Professional Ministries Study Program.

- **Advanced Standing/ Transfer Credit:** Advanced standing and transfer credit are not allowed to count toward the Professional Ministries Study Program due to the limited number of credits required.

- **On-Campus Classroom Requirement:** Hartford Seminary requires that at least 6 of the 12 credits required for the Professional Ministries Study Program be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits required for this program to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, and travel seminars.

- Admission to the Professional Ministries Study Program does not constitute or guarantee admission to the Doctor of Ministry degree program. Admission is granted only on the basis of the terms stated in this Catalogue and in the admission letter.

- **International students** who require visas are not eligible to enroll in the Professional Ministries Study Program.

- Applicants wishing to be admitted prior to the start of a given semester must make sure their files are complete by the following deadlines:
  - April 15 for Summer Session
  - July 15 for the Fall Semester
  - December 1 for January Intersession and the Winter/Spring Semester

- Financial aid: Financial aid and scholarships are not available for the 12-credit Professional Ministries Study Program at Hartford Seminary.

**The applicant must submit the following:**

1. The application form and application fee of $50.
2. A personal statement of three to four paragraphs (not to exceed one page double-spaced) indicating your educational objectives for the Professional Ministries Study Program. **Please do NOT staple educational objectives to the application.**
3. Official transcripts must be requested and sent directly to the Admissions Office from all accredited undergraduate and graduate institutions at which you have taken courses even if you have not received a degree from that institution. **Please indicate on the application any other name/s that may appear on transcripts that you have requested be sent to the Admissions Office.**
4. One letter of recommendation from a professor or instructor who can speak to your academic ability for graduate level study or a professional colleague who can speak to your capabilities and potential for graduate level work. **The letter of recommendation must be signed by the referent.**

**Personal Interview:** A personal interview is not required.

**Notification of Admission Decisions**

Review of applicant files and notification of admission decisions typically occurs within 30 days of receipt of the application and all supporting documents.
MASTER OF ARTS (M.A.) PROGRAM (48 credits)

Admission Stipulations

- The Master of Arts program is open to persons who have completed a Bachelor’s degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution.
- Applicants should carefully review the section in the Hartford Seminary 2006-2007 Catalogue describing the Master of Arts degree program and areas of focused study before indicating their “area of focused study” on the application. Applicants are not required to select an area of focused study at the time of application; if unsure, check “Undecided.”
- **Transfer Credit**: Applicants may request that up to 18 graduate level credits taken at other accredited institutions be counted toward the 48-credit Master of Arts degree. These credits must have been earned within 10 years of enrolling at Hartford Seminary. If requesting transfer credit be granted toward the M.A. degree, include your request where indicated on pg. 2 of the application.
- **Advanced Standing credit**: Students may request that up to six credits be awarded toward the Master of Arts degree. Students must have completed at least one semester as a matriculated student at Hartford Seminary prior to submitting the request. The maximum number of transfer and advanced standing credits combined that may be applied toward the Master of Arts degree is 18 credits. For more information on advanced standing, consult with your advisor.
- **On-Campus Classroom Requirement**: At least 24 credits of the 48 required for the Master of Arts degree must be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits required for this program to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, travel seminars, and final paper, project or thesis.
- Applicants wishing to be admitted (matriculated) prior to the start of a given semester must make sure their application files are complete by the following deadlines:
  - April 15 for Summer Session
  - July 15 for the Fall Semester
  - December 1 for January Intersession and the Winter/Spring Semester

Financial aid: In order to be included in the first round of financial aid decisions for the next academic year, the application file must be complete by April 15 and the separate financial aid application must be submitted no later than June 1st.

The applicant must submit the following:

1. The application form and application fee of $50.
2. A personal statement reflecting on: 1) your goals in seeking theological education and the experiences that have led you to do so; 2) the reasons you have chosen Hartford Seminary, in particular, and your educational/ vocational goals; 3) the life experiences that have most significantly shaped your values and who you are as a person. *All statements should be typed, double-spaced and three to four pages in length. Please do NOT staple personal statements to the application.*
3. Official transcripts must be requested and sent directly to the Admissions Office from all accredited undergraduate and graduate institutions at which you have taken courses even if you have not received a degree from that institution. *Please indicate on the application any other name/s that may appear on transcripts that you have requested be sent to the Admissions Office.*
4. Three letters of recommendation from persons able to assess your academic and professional potential as follows: 1) one from a professor or instructor who can speak to your academic ability or a professional colleague who can speak to your capabilities and potential for graduate level work, 2) one from a minister/ religious official or a community/civic associate who can speak to your personal qualities, values and commitments, and 3) one from a person of your choosing however, a letter from a professor or professional colleague is preferred. *All letters of recommendation must be signed by the referent.*
MASTER OF ARTS (M.A.) PROGRAM- continued

5. **International Students:**
   a. Request that your official TOEFL (Test of English as a Foreign Language) score report be sent directly to the Hartford Seminary Admissions Office; *Hartford Seminary’s Institution code for use when requesting official test scores from TOEFL is 8726.*
   b. Request that the letter/s of financial guarantee be sent directly to the Hartford Seminary Admissions Office; *all letters of financial guarantee must be signed.*

**Personal Interview**
A personal interview is required for completion of the application process. You will be contacted by the Admissions Office to schedule an appointment for an in-person interview when your application and supporting materials have been received. Where distance or circumstance prohibits a visit to campus, a phone interview will be scheduled.

**Notification of Admission Decisions**
Review of applicant files and notification of admission decisions typically occurs within 30 days of receipt of the application and all supporting documents and completion of the admissions interview.
COOPERATIVE MASTER OF DIVINITY (COOP. M.DIV.) PROGRAM

Admission Stipulations

- The cooperative Master of Divinity program is open to persons who have completed a Bachelor’s degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution.
- The specific policies and procedures governing the cooperative Master of Divinity program are covered in detail in a document titled Procedures for Students in Hartford Seminary’s Cooperative Master of Divinity Program, copy enclosed.
- On-Campus Classroom Requirement: Students enrolled in the Cooperative M.Div. program should plan to take all of the courses that will comprise the Hartford Seminary segment of their degree in the classroom on the Hartford Seminary campus. Any exceptions to this must be discussed with and approved in advance by the student’s Hartford Seminary faculty advisor.
- Applicants wishing to be admitted prior to the start of a given semester must make sure their application files are complete by the following deadlines:
  - April 15 for Summer Session
  - July 15 for the Fall Semester
  - December 1 for January Intersession and the Winter/Spring Semester

- Financial aid: In order to be included in the first round of financial aid decisions for the next academic year, the application file must be complete by April 15 and the separate financial aid application must be submitted no later than June 1st.

The applicant must submit the following:

1. The application form and application fee of $50.
2. A personal statement reflecting on: 1) your goals in seeking theological education and the experiences that have led you to do so; 2) the reasons you have chosen Hartford Seminary, in particular, and your educational/ vocational/ ministerial goals; 3) the life experiences that have most significantly shaped your values and who you are as a person. All statements should be typed, double-spaced and three to four pages in length. Please do NOT staple personal statements to the application.
3. Official transcripts must be requested and sent directly to the Admissions Office from all accredited undergraduate and graduate institutions at which you have taken courses even if you have not received a degree from that institution. Please indicate on the application any other name/s that may appear on transcripts that you have requested be sent to the Admissions Office.
4. Three letters of recommendation from persons able to assess your academic and professional potential as follows: 1) one from a professor or instructor who can speak to your academic ability OR a professional colleague who can speak to your capabilities and potential for graduate level work, 2) one from a minister/ religious official or a community/civic associate who can speak to your personal qualities, values and commitments, and 3) one from a person of your choosing however, a letter from a professor or professional colleague is preferred. All letters of recommendation must be signed by the referent.
5. International Students:
   a. Request that your official TOEFL (Test of English as a Foreign Language) score report be sent directly to the Hartford Seminary Admissions Office; Hartford Seminary’s Institution code for use when requesting official test scores from TOEFL is 8726.
   b. Request that the letter/s of financial guarantee be sent directly to the Hartford Seminary Admissions Office; all letters of financial guarantee must be signed.
APPLICATION INSTRUCTIONS
2006-2007

COOPERATIVE MASTER OF DIVINITY (COOP. M.DIV.) PROGRAM - continued

**Personal Interview**
A personal interview is required for completion of the application process. You will be contacted by the Admissions Office to schedule an appointment for an in-person interview when your application and supporting materials have been received. Where distance or circumstance prohibits a visit to campus, a phone interview will be scheduled.

**Notification of Admission Decisions**
Review of applicant files and notification of admission decisions *typically* occurs within 30 days of receipt of the application and all supporting documents and completion of the admissions interview.
APPLICATION INSTRUCTIONS
2006-2007

Procedures for students in Hartford Seminary’s cooperative Master of Divinity program

Hartford Seminary has cooperative agreements with Andover Newton Theological School (ANTS) and Yale Divinity School (YDS) that allow qualified Master of Arts (M.A.) students to begin their studies at Hartford Seminary and, if accepted, to proceed to either of the cooperating seminaries to pursue a Master of Divinity (M.Div.) degree. Students may take advantage of this special cooperative relationship and agreement by following the process and procedures outlined below.

Please note: Hartford Seminary students may, at any time, apply on their own directly to ANTS and/or YDS. Being, or having been, a student at Hartford Seminary does not inhibit this. However, if a Hartford Seminary M.A. student wishes to receive the benefit of the special cooperative agreements with these two seminaries, the conditions, procedures and process detailed below will apply and must be followed.

1. Before making application to a cooperating seminary through the cooperative program, the student must be an M.A. student in good standing and must have completed at least 24 credits at Hartford Seminary. At least 15 of these credits must have been earned in courses taught by core faculty.

2. Sequence: The student must first apply to Hartford Seminary’s “Cooperative M.Div. Committee” (hereafter, the “Committee”) in order to be considered eligible to subsequently apply to ANTS and/or YDS as a Hartford Seminary cooperative agreement M.Div. applicant. The student must understand, in advance, that the committee’s decision (whether to recommend or not recommend the student), will be communicated to ANTS and YDS.

3. The application to the Committee consists of:
   • A 2-3 page statement describing why the student has decided an M.Div. degree is more appropriate to their purposes than an M.A. degree, why now is the time, which of the two cooperating seminaries they intend to apply to and why, and what place they anticipate their coursework and experience at Hartford Seminary will hold in the final blend of studies that will culminate in an M.Div. degree.
   • One letter of recommendation from a member of the core faculty of Hartford Seminary written specifically with the student’s M.Div. aspirations in mind. The student will not have access to this letter, unless the student has stipulated in advance to the professor that s/he be given access. If the Committee recommends the student, this letter will serve as one of two letters of recommendation that support the student’s subsequent application to ANTS and/or YDS.
   • A copy of the student’s transcript from Hartford Seminary, officially requested by the student to be sent to the Committee (the normal transcript fee will be waived).
   • A copy of what you consider the best academic research paper that you have written in the course of your studies at Hartford Seminary.

4. The application deadlines for submitting materials to the Committee are as follows:

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<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>ANTS</td>
<td>March 1</td>
</tr>
<tr>
<td>YDS</td>
<td>December 1</td>
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5.a. If the Committee decides to recommend an applicant, the applicant must still apply to ANTS and/or YDS, using each school’s standard application forms. The Committee’s notification letter to the applicant of its decision to recommend will be accompanied by a catalogue and application form to the appropriate seminary(s).
b. When the recommended student applies to the M.Div. program at the cooperating seminary, the student must alert the Committee that they are proceeding with the M.Div. application. With this signal, the Committee will release two letters of recommendation on behalf of the student to the seminary(s) to which the student is applying. ANTS and YDS will recognize these two letters as two of the required letters of recommendation and as the Committee’s official recommendation of the student. The student will not have access to these two letters, unless the student has stipulated in advance that s/he be given access.

c. Students who have been recommended by the Committee must request of the Hartford Seminary Registrar that an official copy of their transcript be sent to the cooperating seminary (the normal transcript fee will be waived).

6.a. If the Committee decides not to recommend an applicant, a letter will be sent to both ANTS and YDS indicating this and a brief explanation will be provided. The student may still apply to ANTS and/or YDS, but without the recommendation of the Hartford Seminary Cooperative M.Div. Committee, but with the waiver of the normal transcript fee. The admissions committees at ANTS and YDS are free to decide in any manner they see fit on applicants who have failed to obtain our recommendation.

b. An applicant to the Committee who has not received the Committee’s recommendation may reapply after 6 more credits have been earned in Hartford Seminary courses taught by core faculty.

7. Students who have applied to the Committee may continue their MA program at Hartford Seminary regardless of the Committee’s decision regarding their eligibility for the cooperative M.Div. program.

8. When a student does matriculate to one of the cooperating seminaries and transfers their credits into an M.Div. program, they are no longer matriculated in a degree program at Hartford Seminary.

9. The proper officials at ANTS and YDS will notify the Committee at Hartford Seminary when one of our recommended M.Div. applicants has officially enrolled in their programs. At that time, the student will be changed from an M.A. student to a “Special Student” in our records. The standard six-course limit will not apply to Special Students who have matriculated to ANTS or YDS through this procedure—they may continue to take courses at Hartford Seminary.

10. Students who are both recommended by the Committee and accepted into and enroll in the M.Div. program at either ANTS or YDS, will, within 4 months of the completion of their coursework at Hartford Seminary, receive a “Certificate of Professional Ministry” from Hartford Seminary.

11. According to the terms of the cooperative program agreements between Hartford Seminary and the cooperating seminaries, up to 45 credits from work done at Hartford Seminary may be transferred to ANTS toward their Master of Divinity degree; up to 36 credits from work done at Hartford Seminary may be transferred to YDS toward their Master of Divinity degree.

12. Students must select their courses carefully, under the guidance of their advisor at Hartford Seminary, to accumulate the optimal combination of courses that will be transferable. It is important to keep in mind, however, that the final determination of which courses will be transferred, and toward what curricular requirements, rests with Andover Newton Theological School or Yale Divinity School, who will be the degree granting institution.
GRADUATE CERTIFICATE PROGRAMS  (18 credits)

Admission Stipulations
- Graduate certificates are open to persons who have completed a Bachelor’s degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution.
- Coursework that was taken for credit as a special (non-matriculated) student at Hartford Seminary prior to admission may be applied toward the 18 credits required for the graduate certificate. However, at least 6 credits must be taken after official notification of admission to the graduate certificate program.
- Advanced Standing/ Transfer Credit: Advanced standing and transfer credit are not allowed to count toward the 18-credit graduate certificate due to the limited number of credits required.
- On-Campus Classroom Requirement: Hartford Seminary requires that at least 9 of the 18 credits required for the graduate certificate be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits required for this program to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, and travel seminars.
  Exception: Students enrolled in the graduate certificate in Religious Studies are exempted from this policy and have the option of taking all 18 credits in the following formats: off-site courses, on-line courses, independent study, and travel seminars.
- Admission to a graduate certificate does not constitute or guarantee admission to the Master of Arts degree program. Admission is granted only on the basis of the terms stated in the Catalogue and in the admission letter.
- Applicants wishing to be admitted prior to the start of a given semester must make sure their files are complete by the following deadlines:
  - April 15 for Summer Session
  - July 15 for the Fall Semester
  - December 1 for January Intersession and the Winter/Spring Semester
- Financial aid: Financial aid and scholarships are not available for the 18-credit graduate certificate program at Hartford Seminary.

The applicant must submit the following:
1. The application form and application fee of $50.
2. A personal statement of three to four paragraphs (not to exceed one page double-spaced) indicating your educational objectives for the graduate certificate area selected. If “Undecided” please indicate your general educational goals. Please do NOT staple educational objectives to the application.
3. Official transcripts must be requested and sent directly to the Admissions Office from all previous accredited undergraduate and graduate institutions at which you have taken courses even if you have not received a degree from that institution. Please indicate on the application any other name/s that may appear on transcripts that you have requested be sent to the Admissions Office.
4. One letter of recommendation from a professor or instructor who can speak to your academic ability for graduate level study or a professional colleague who can speak to your capabilities and potential for graduate level work.
5. International Students:
   a. Request that your official TOEFL (Test of English as a Foreign Language) score report be sent directly to the Hartford Seminary Admissions Office; Hartford Seminary’s Institution code for use when requesting official test scores from TOEFL is 8726.
   b. Request that the letter/s of financial guarantee be sent directly to the Hartford Seminary Admissions Office; all letters of financial guarantee must be signed.
GRADUATE CERTIFICATE APPLICANTS - continued

**Personal Interview**: A personal interview is not required.

**Notification of Admission Decisions**
Review of applicant files and notification of admission decisions *typically* occurs within 30 days of receipt of the application and all supporting documents.
ISLAMIC CHAPLAINCY GRADUATE CERTIFICATE  (24 credits)

Please note: Applicants applying to the 72-credit Islamic Chaplaincy Program consisting of the 48-credit Master of Arts in Islamic Studies and Christian-Muslim Relations and the 24-credit Islamic Chaplaincy graduate certificate should refer to and follow the Application Instructions for the Master of Arts Program when completing their application.

Admission Stipulations

- Applicants are requested to carefully review the section in the Hartford Seminary 2006-2007 Catalogue describing the Islamic Chaplaincy Program before completing the application.
- Admission to the graduate certificate requires a bachelor’s degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution and extensive knowledge of Islam, which may have been acquired in various ways. Ideally, applicants will have completed a Master’s degree (or its educational equivalent).
  Note: The United States Armed Forces expects students who want to be military chaplains to earn both the Master of Arts in Islamic Studies and Christian-Muslim Relations and the Graduate Certificate in Islamic Chaplaincy.
- Preference will be given to students who are working or will be working as chaplains in the U.S. or with a U.S. agency, organization or institution.
- International students who require visas will, in rare cases, be considered for admission however, the submission of TOEFL scores and signed letter/s of guarantee will be required (see #5 below).
- Admission to a graduate certificate program does not constitute or guarantee admission to the Master of Arts degree program.
- Coursework that was taken for credit as a special (non-matriculated) student at Hartford Seminary prior to admission may be applied toward the 24 credits required for the graduate certificate in Islamic Chaplaincy; however, at least 6 of the 18 course credits (field education credits are excluded from this requirement) must be taken after official notification of admission to the graduate certificate.
- Transfer Credit: No transfer credit form other institutions will be allowed to count toward the graduate certificate in Islamic Chaplaincy due to the limited number of credits required
- Advanced Standing credit: Students may request that up to three credits be awarded toward the six field education/ relevant life experience credits required for the 24-credit Islamic Chaplaincy graduate certificate. Students must have completed at least one semester as a matriculated student at Hartford Seminary prior to submitting the request. For more information on advanced standing, consult with your advisor or the Director of the Islamic Chaplaincy program.
- Applicants wishing to be admitted (matriculated) prior to the start of a given semester must make sure their application files are complete by the following deadlines:
  - April 15 for Summer Session
  - July 15 for the Fall Semester
  - December 1 for January Intersession and the Winter/Spring Semester

Financial aid: In order to be included in the first round of financial aid decisions for the next academic year, the application file must be complete by April 15 and the separate financial aid application must be submitted no later than June 1st.
ISLAMIC CHAPLAINCY GRADUATE CERTIFICATE APPLICANTS - continued

The applicant must submit the following:
1. The application form and application fee of $50.
2. A personal statement reflecting on: 1) your goals in seeking theological education and the experiences that have led you to do so; 2) the reasons you have chosen Hartford Seminary, in particular, and your educational/ vocational/ chaplaincy goals; 3) the life experiences that have most significantly shaped your values and who you are as a person. *All statements should be typed, double-spaced and three to four pages in length. Please do NOT staple personal statements to the application.*
3. Official transcripts must be requested and sent directly to the Admissions Office from all *accredited* undergraduate and graduate institutions at which you have taken courses even if you have not received a degree from that institution. *Please indicate on the application any other name/s that may appear on transcripts that you have requested be sent to the Admissions Office.*
4. Two letters of recommendation. One letter must be from a professor or instructor who can speak to your academic ability for graduate level study or a professional colleague who can speak to your capabilities and potential for graduate level work. The second letter must be from the leader of a Muslim religious or community organization and address your abilities and potential to work cooperatively in community activities, exercise religious leadership and achieve a deeper understanding of your faith, linguistically and intellectually.

**Personal Interview**
A personal interview is required for completion of the application process. You will be contacted by the Admissions Office to schedule an appointment for an in-person interview when your application and supporting materials have been received. Where distance or circumstance prohibits a visit to campus, a phone interview will be scheduled.

**Notification of Admission Decisions**
Review of applicant files and notification of admission decisions *typically* occurs within 30 days of receipt of the application and all supporting documents and completion of the admissions interview.
APPLICATION INSTRUCTIONS
2006-2007

INTERNATIONAL STUDENTS

Additional Application, Admission and Related Information

Application and Admission
Hartford Seminary is authorized under federal law to enroll full-time nonimmigrant alien students. It is the policy of Hartford Seminary that all international students enter the U.S. under the F-1 program. There are no exceptions to this policy. Typically and primarily, Hartford Seminary accepts international students interested in the Master of Arts degree with a focused area of study in Islamic Studies and Christian-Muslim Relations and Doctor of Ministry students from interfaith or Christian-Muslim contexts.

English Language Proficiency
Students who do not have English as a first language, or as a primary language in previous academic studies, are required, prior to application, to take the Test of English as a Foreign Language (TOEFL) examination and achieve a minimum score of 550 (written version) or 213 (computer version). Applicants to the International Ph.D. program must have achieved a minimum score of 600 (written version) or 250 (computer version). Applications for admission will not be processed without official TOEFL scores.

Additionally, students pursuing graduate level studies at Hartford Seminary for whom English is a second language are required within the first month of their enrollment to undergo assessment of their English language ability. Based on this assessment, students will either be free from any further formal English language training, or be required to successfully complete the appropriate level of English language preparatory course at the English Language Institute of the University of Hartford. The appropriate level of preparatory course will be determined by the staff of the English Language Institute (in consultation with the Dean of the Seminary or her/his designee) based on an assessment of the student’s abilities in listening comprehension, reading comprehension and writing skills. The course must be taken either immediately prior to or during the first two terms of enrollment at Hartford Seminary.

The cost of the course must be considered part of the requisite costs for the student’s program of study and included in the amount of financial obligation for which the student seeks and receives financial guarantee/sponsorship. (See International Student Costs Table below.)

This requirement may be waived by the Academic Affairs Committee based on factors that have come to its attention during the admission process, such as previous degrees earned in which English was the language of study or previous long term residence in the U.S. or other country where English is the primary language.

Financial Sponsorship
Although applications for admission from international students are not reviewed on the basis of the student’s financial status, Hartford Seminary must receive a letter of financial guarantee from a scholarship agency or a private individual (in the latter case a statement of financial credit from a recognized bank must be included) before the I-20 “Certificate of Eligibility for Nonimmigrant (F-1) Student Status” can be completed. This form is required for international students seeking a student visa. The letter of financial guarantee must show sufficient funds to meet the costs outlined in the Estimated International Student Costs Table. Limited financial assistance is available for international students and has recently been the equivalent of approximately one third of the cost of program tuition.

All policies in the Hartford Seminary 2006-2007 Catalogue and the Hartford Seminary Student Handbook 2006-2007 apply; however, international students (and visiting scholars) should make special note of the policies and procedures listed below.

May 2006
APPLICATION INSTRUCTIONS
2006-2007
INTERNATIONAL STUDENTS - Additional Information – continued

Course Registration
To maintain their F-1 visa status, international students must be enrolled in a full-time course of study. While taking coursework, full-time status is defined as 9 credits per semester (registration during summer session is not required). International students who have completed all of their coursework must register for their final requirement in the following semesters.

In order to maintain full-time status during the final phase of their degree program, students must follow these guidelines:

- **3-credit final paper or project**: If the student has registered for the 3-credit final requirement, and is not enrolled in any other courses during that semester, the final requirement must be completed and examined within that semester. If the student has registered for the 3-credit final requirement and is still enrolled in one or more courses during that semester that are required for the completion of the degree, the final requirement must be completed and examined by the end of the following semester.

- **6-credit thesis (M.A.) or final ministry project (D.Min.)**: Students who are writing six-credit theses or D.Min. final ministry projects are allowed to register for three credits for each of two consecutive regular semesters, and must be examined no later than the end of the semester that follows the second semester in which they have registered for their thesis or project. This examination deadline applies whether or not the student is taking other courses during the semesters in which he or she has registered for the thesis or final ministry project.

Any exception to this policy must be approved by the Academic Affairs Committee and the Designated School Official.

*Note*: This policy allows students opting for the three-credit final requirement (M.A.) a maximum of two regular semesters before being examined on it; it allows students option for the six-credit final requirement a maximum of three regular semesters before being examined on it.

Health Insurance
All international students and visiting scholars are required to carry adequate major medical insurance (accident, illness, hospitalization), medical evacuation and repatriation insurance for the duration of their enrollment (and occupancy of Hartford Seminary apartments, when applicable) at Hartford Seminary.

Housing
Normally, international students are required to live on campus for the first year of their study at Hartford Seminary, subject to such housing being available. Because the programs offered by the Seminary are designed primarily for non-residential students, the Seminary does not guarantee accommodations on campus for students. Limited space may be available for rent in the Seminary’s Edith Mason Howard Ecumenical House. International students are given priority for Seminary apartment space that is available. For more detailed information, contact the Admissions Office. Several rental options for student housing are typically available in the surrounding area.

International Student Tuition, Fees and Additional Costs

**Master of Arts Degree Program**
The following table provides an *estimate* of total costs for the Master of Arts degree program on a full-time basis taking two academic years and two summers to complete. *These figures are based on the costs of the student alone who is housed in one of Hartford Seminary’s international student apartments. Students who come with a dependent or dependents should add approximately $1000/month to overall expenses.*

May 2006
These costs are based on the very minimum amount of time in which it is anticipated the program may be successfully completed therefore, the costs are the minimum anticipated amount and are not in any way provided as the definitive or final costs and should not be interpreted as such. Individual student costs will vary depending on residence, lifestyle, program requirements and normal economic fluctuations.

### Estimated International Student Costs

To complete the Master of Arts degree – based on 22* months full-time study

* 22 months represents four semesters of 9 credits each semester and two summer sessions of 6 credits each

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td><strong>23,360</strong></td>
</tr>
<tr>
<td>2006-2007: $1,460*/course (48 credits/ 16 courses**)</td>
<td></td>
</tr>
<tr>
<td>* tuition is subject to increase annually</td>
<td></td>
</tr>
<tr>
<td>** Additional Fees**</td>
<td><strong>225</strong></td>
</tr>
<tr>
<td>Application ($50), Graduation Fee ($175)</td>
<td></td>
</tr>
<tr>
<td><strong>Housing</strong> (On-Campus When Available)</td>
<td><strong>9,350</strong></td>
</tr>
<tr>
<td>22 months at $425/month (rent includes utilities and local phone service)</td>
<td></td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td><strong>4,400</strong></td>
</tr>
<tr>
<td>22 months at $200/month (estimate)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Tuition, Books, Fees, Housing and Food</strong></td>
<td><strong>38,935</strong></td>
</tr>
</tbody>
</table>

#### Additional Costs

(all costs are estimates)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Insurance</strong></td>
<td><strong>2,200</strong></td>
</tr>
<tr>
<td>Health Insurance costs vary significantly based on age, health, etc.; Insurance premiums can vary from $1,700 to $5,000 (2,200 is an estimate)</td>
<td></td>
</tr>
<tr>
<td><strong>Computer (approximate)</strong></td>
<td><strong>1,440</strong></td>
</tr>
<tr>
<td>Computer Equipment ($1,000)</td>
<td>Internet Connection: 22 months at $20/month</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td><strong>440</strong></td>
</tr>
<tr>
<td>22 months at $20/month for long distance</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Expenses</strong></td>
<td><strong>1,100</strong></td>
</tr>
<tr>
<td>Clothing, postage, recreation, toiletries, etc.</td>
<td>22 months at $50/month</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td><strong>990</strong></td>
</tr>
<tr>
<td>Public transportation; 22 months at $45/month; Does not include cost of transportation to and from the United States</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Estimated Program Costs – M.A. degree</strong></td>
<td><strong>45,105</strong></td>
</tr>
</tbody>
</table>
Doctor of Ministry Program
The following table provides an estimate of total costs to complete the coursework for the Doctor of Ministry degree program on a full-time basis. Please note: The Doctor of Ministry degree requires successful completion of the six credit ministry project; the candidacy examination for progressing to the ministry project phase of the degree program cannot be scheduled until the student has completed the two years of Colleague Seminars and at least four of the six required elective courses, therefore, the minimum on-campus time necessary to complete the coursework is anticipated to be approximately 22 months.

These figures are based on the costs of the student alone who is housed in one of Hartford Seminary’s international student apartments. Students who come with a dependent or dependents should add approximately $1000/month to the overall expenses. These estimated costs are the minimum anticipated amount and are not in any way provided as definitive or final costs and should not be interpreted as such. Individual student costs will vary depending on residence, lifestyle, program requirements and normal economic fluctuations.

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### Estimated International Student Costs

To complete the Doctor of Ministry degree – based on 22 months full-time study *

*Coursework may be completed in 22 months; the Ministry Project may be completed from a distance/off site with permission of the Dean and faculty advisor

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>2005-2006: $1,460*/course (36 credits/ 12 courses**)</td>
<td>$17,520</td>
</tr>
<tr>
<td></td>
<td>* tuition is subject to increase annually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>** each course is 3 credits</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>10 courses at approximately $100/course (estimate)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>Application ($50), Graduation Fee ($175)</td>
<td>$225</td>
</tr>
<tr>
<td>Housing</td>
<td>22 months at $425/month (rent includes utilities and local phone service)</td>
<td>$9,350</td>
</tr>
<tr>
<td>Food</td>
<td>22 months at $200/month (estimate)</td>
<td>$4,400</td>
</tr>
<tr>
<td>Total Tuition, Books, Fees, Housing and Food</td>
<td></td>
<td>$31,285</td>
</tr>
<tr>
<td>Additional Costs (all costs are estimates)</td>
<td></td>
<td>$2,200</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Health Insurance costs vary significantly based on age, health, etc. Insurance premiums can vary from $1,700 to $5,000 ($2,200 is an estimate)</td>
<td></td>
</tr>
<tr>
<td>Computer (approximate)</td>
<td>Computer Equipment ($1,000)</td>
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</tr>
<tr>
<td>Phone</td>
<td>22 months at $20/ month for long distance</td>
<td>$440</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>Clothing, postage, recreation, toiletries, etc.</td>
<td>$1,100</td>
</tr>
<tr>
<td></td>
<td>22 months at $50/ month</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>Public transportation; 22 months at $45/month; Does not include cost of transportation to/ from the U.S.</td>
<td>$990</td>
</tr>
<tr>
<td>TOTAL Estimated Costs - Doctor of Ministry</td>
<td></td>
<td>$38,665</td>
</tr>
</tbody>
</table>