

# Hartford Seminary's

## Online Application Instructions

Hartford Seminary is pleased to announce that online application is now possible for most of our Graduate Certificate and degree programs. If you are applying for the Doctor of Ministry, the Master of Arts, the Cooperative Master of Divinity, the Islamic Chaplaincy Program, or any of our Graduate Certificate programs, we encourage you to use our online application. When using our online application, you will receive a user name and password, which will enable you to save your data and re-enter your application at your convenience until it is complete.

To get started, either save this document to your computer for frequent reference, or print it out, as you will need it as you progress through the online process.

Once this document is readily available, enter the online application by going on the internet to our homepage at [www.hartsem.edu](http://www.hartsem.edu). Once there, click on "Admissions" on the left hand side tool bar. Once the Admissions page opens up, you will see the link called "APPLY NOW!"

### Section by Section Instructions:

#### **Personal Information**

Please fill out all information on this page. If you are not a U.S. citizen, or do not have a social security number, you may leave this field blank.

#### **Academic Program**

Please highlight the program and term for which you are applying. Please choose *only one program* from the list on the drop-down menu. The available programs for applying through this online application are as follows: Graduate Certificate, Master of Arts, Cooperative Master of Divinity, Islamic Chaplaincy Program, Professional Ministry Studies Program, and Doctor of Ministry. If you are applying to a program that is not mentioned here, please email the Admissions Office at [admissions@hartsem.edu](mailto:admissions@hartsem.edu) or call 860-509-9512, to receive a paper application. Please be aware that the online application is not available for all programs that appear on the drop-down menu.

Once you have chosen your program and term in which you wish to start, click on "Save". This will enter your program selection and term you are applying for in the field toward the bottom of the screen. Then click "Continue" to move on to the next tab.

Click on the Help icon in the above right-hand corner of the online application for additional information.

## **Educational Background**

**Institution:** Please list every institution of higher education you have attended.

FIRST, "Search" an institute by clicking on the link. Information will automatically be included if your institution's name is on our list. If your institution is not listed, write the name and address of the institute(s) you attended in the spaces provided.

**Degree:** Choose the degree you completed from the drop-down menu.

If the name of the degree you completed is not listed, please leave this field blank and go directly to the "Concentration" field. Write in the "Concentration" field the name of the degree along with your concentration. Example: *M.Th. in Hebrew Bible*.

**Concentration:** Type in the name of the concentration or major you undertook at the named institution. Example: *Religious Studies, Economics, or Biology*.

**Entry Date:** Please enter the date you began your studies at this institution. Example: *9/1/02*.

**Leaving Date:** If you did not graduate from this institution, enter the date you ceased attending. Example: *1/1/03*.

**Graduation Month:** Enter the number for the month in which you graduated from this institution. Example: *if you graduated in June, you will need to enter "6"; if you graduated in May, enter "5"; etc.*

**Graduation Year:** Enter the year in which you graduated from this institution. Example: *2004*.

**Graduated:** Tick this box only if you graduated from this institution.

Click "Save" after completing the fields for each institution. This will list each institution toward the bottom of the screen.

**An important note on our transcript policy:** Please be advised that we require official transcripts to be sent to us from every institution of higher education you have attended. A transcript will typically include a comprehensive list of courses as well as grades for each class you took, and will provide further information that is necessary for us to have a complete picture of your educational background. Please be advised that, if transfer credits were received and counted toward a program, we will need a separate and official transcript from the institution from which the transfer credit was granted.

"Official" transcripts are transcripts sent directly from the institution to Hartford Seminary's Admissions Office at 77 Sherman Street, Hartford, CT 06107. In certain cases, the institution will send a transcript to the student in a sealed, signed envelope, which may be forwarded to us.

## **Employment History**

We would appreciate knowing more about your professional career or any work experience you have had, if applicable. Please fill out as much information in this tab as you feel willing to share. As an alternative, you may attach a resume or CV in the last tab entitled "Additional Questions".

If filling out this page, please enter all information for one position, then click on "Save." This will enter the data toward the bottom of the screen, and refresh the fields so you can enter information on another position.

**Employer:** Type in name of company or organization. Type "Self" if self-employed.

**Supervisor:** You may enter the name of a direct supervisor, if applicable.

**Position:** Enter any title you may have held. Example: *Operations Manager, Intern, Chaplain, Pastor.*

**Employment Type:** For example, *full-time, part-time, volunteer.*

**Memo:** Type any additional information you would like us to know about the particular position here.

**Started:** Enter the date you started this job. Example: *6/1/2000.*

**Stopped:** Enter the date this job ended, if applicable. Example: *6/1/2001.*

## **References**

List here the names and addresses of those individuals who will be writing letters of recommendation on your behalf. All letters of recommendation must be signed and mailed directly from the recommending person to the Admissions Office, 77 Sherman Street, Hartford Seminary, Hartford, CT 06105. In certain cases, recommendation letters may be emailed directly from the person writing the letter to the Admissions Manager at [vaw@hartsem.edu](mailto:vaw@hartsem.edu).

The number of recommendation letters your application requires depends on your program as follows:

- *Graduate Certificate* (excluding Islamic Chaplaincy) or *Professional Ministry Studies Program* applicants: one letter of recommendation
  - The 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.
- *Graduate Certificate in Islamic Chaplaincy* applicants : 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.

- *Master of Arts, Cooperative Master of Divinity, Islamic Chaplaincy Program (MA + GC), Doctor of Ministry* applicants: three 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 a minister/religious official or a community/civic associate who can speak to your personal qualities, values and commitments.
  - The third letter may be from a person of your choosing, however, it is recommended that it be from a professor or professional colleague, if at all possible.

To download recommendation forms, please go here:

<http://www.hartsem.edu/academic/application.htm>.

### **Additional Information**

In this section, please paste your Educational Objectives Statement OR Personal Statement into the text box. Be sure to have saved your statement in a Word Document before submitting it online. We cannot be held responsible for missing or lost statements due to technical issues.

- Those applying for the *Master of Arts, Cooperative Master of Divinity, Islamic Chaplaincy Program, Islamic Chaplaincy Graduate Certificate, or Doctor of Ministry*, are required to submit a Personal Statement. Please provide 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; and 3) the life experiences that have most significantly shaped your values and who you are as a person. *Statements should be no less than three and no more than four double-spaced pages in length (approximately 700-1000 words).*

If you would like to read a sample personal statement, you may find one through our website at this link: <http://www.hartsem.edu/academic/application.htm>.

- Those applying for the *Professional Ministries Study Program* or the *Graduate Certificate* are required to submit a *three-four paragraph* Educational Objectives Statement. Please provide a statement of no more than one page indicating your educational objectives in pursuing the program you have selected. *Note:* Applicants to the Graduate Certificate in Islamic Chaplaincy complete the Personal Statement, not the educational objectives statement.

### **Additional Questions**

Please follow the directions for each separate section of this page. The first and last sections are required for all applicants, as marked by the asterix (\*\*). International students must, in addition, provide information on English Language Proficiency and Visa status.

The last section provides the opportunity for you to attach up to five documents, as supporting materials for your application. We ask that you specifically provide information on your academic and/or community projects and achievements. If these are listed on your resume or CV, you need not compose an additional document. We ask that you *please limit* the number of documents you include to five.

#### INTERNATIONAL APPLICANTS:

*English Language Proficiency:* If you do not have English as a first language or as a primary language in previous academic studies, Hartford Seminary requires, prior to application, that you take the Test of English as a Foreign Language (TOEFL). Hartford Seminary requires a minimum score of 550 (written version), 213 (computer version), or 80 (internet version) on this test. You must submit official scores to Hartford Seminary's Admissions Office in order for your application to be processed. You may register for the TOEFL through contacting your local Educational Testing Service (ETS) office, or very easily through their website at [www.ets.org](http://www.ets.org). Please have your score sent directly to Hartford Seminary. Our school code is 8726.

Please also read our section on International Students on our Hartford Seminary website at the following link: <http://www.hartsem.edu/academic/internationalstudents.htm>.

*Financial Guarantee:* Your application must be supported by an official letter of financial guarantee from a scholarship agency or a private individual. The letter must show that the organization or individual is willing and able to finance your education at an amount consistent with the Estimated International Student Costs table located on our website at the International Students link above. If the letter of financial guarantee is from an individual it must be supported by a notarized letter of credit from a recognized bank.

For more information on these requirements, please refer to our Hartford Seminary catalogue or call our Admissions Manager at 860-509-9552.

### **Submit Application (and Payment of Application Fee)**

Submitting your application confirms the following: 1) all information contained in the application is factually correct and honestly presented; 2) you understand that all materials submitted for the application will remain confidential and become part of your permanent record at Hartford Seminary; and 3) the application and supporting materials are not returnable.

Please note that submission is final. Once submitted, applications can no longer be accessed or modified. Please ensure that all information contained therein is correct before submitting.

Once you click on the Submit button, you will be routed to a secure sight where you may pay the \$50 application fee. You will be able to pay this fee by credit card or debit card. If you do not have a credit or debit card with which to make payment, please contact Vanessa Avery-Wall, admissions manager, at 860-509-9552 or [vaw@hartsem.edu](mailto:vaw@hartsem.edu) to make alternative arrangements.

If you log out before your application is complete, you will also be routed to this page, which provides further instructions. You do not need to pay the application fee until your entire online application is complete.

Thank you for applying to Hartford Seminary! We look forward to reading your application.

If you have any comments or suggestions for our online application, please forward them to Vanessa Avery-Wall at [vaw@hartsem.edu](mailto:vaw@hartsem.edu).