



## Educational Information

Please list all *accredited* colleges, professional and graduate schools you have attended, beginning with the institution you most recently attended. ***Please note that official copies of ALL transcripts listed below must be sent directly to the Admissions Office.***

School Name and Location	Dates Attended	Degree Received

Undergraduate Major \_\_\_\_\_ Graduate Field \_\_\_\_\_

If you are applying for Hartford Seminary credit to be given for courses taken at other institutions prior to admission, please list below the institutions, course titles and course numbers. *Please note:* Courses taken more than 10 years ago are not eligible for transfer.

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## Work Experience

Please list your present position first. If you wish, you may use a separate sheet of paper or provide a current resume detailing your work experience. Please include dates of employment, title, institution and location, and nature of work.

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## Academic, Community, or Employment Honors Received

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## Community and/or Other Activities and Interests

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**Personal Statement – Doctor of Ministry, Master of Arts, Islamic Chaplaincy Program and Islamic Chaplaincy Graduate Certificate Applicants ONLY**

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 objectives for the program you are pursuing; 3) the life experiences that have most significantly shaped your values and who you are as a person. *Statements should be typewritten, double-spaced and no less than three and no more than four pages in length. Please do not staple personal statements to the application.*

**Educational Objectives Statement – Professional Ministries Study Program and Graduate Certificate Applicants ONLY**

Please provide a statement of three to four paragraphs (not to exceed one page) indicating your educational objectives in pursuing the program you have selected. *Statements should be typewritten and double-spaced. Please do not staple educational objectives to the application. Note:* Applicants to the Islamic Chaplaincy Graduate Certificate must complete the personal statement, not the educational objectives statement.

**Personal Interview – Doctor of Ministry, Master of Arts, Islamic Chaplaincy Program, and Islamic Chaplaincy Graduate Certificate Applicants ONLY**

A personal interview is required for completion of the application process for all Doctor of Ministry, Master of Arts, Cooperative Master of Divinity, Islamic Chaplaincy Program or Islamic Chaplaincy Graduate Certificate applicants. You will be contacted by the Admissions Coordinator to schedule an appointment when your application, official transcripts and letters of recommendation have been received. Under extenuating circumstances, the personal interview may be conducted by phone.

**International Students ONLY**

**Applicants who are not U.S. citizens or permanent residents must complete this section.**

Is English your first language?  Yes  No

Have you ever had English as the language of instruction in your previous studies?  Yes  No

If yes, please indicate where and at what academic levels:

\_\_\_\_\_

**TOEFL EXAMINATION:** If you do not have English as a first language or as a primary language in previous academic studies, Hartford Seminary requires that prior to application you achieve a minimum of 550 (written version), 213 (computer version) or 80 (internet version) on the Test of English as a Foreign Language (TOEFL) examination. You must request that official copies of your score be sent to the Admissions Coordinator. The code for Hartford Seminary is:

Note: The TOEFL score being submitted must be from a TOEFL exam taken within eighteen (18) months of your application to Hartford Seminary. **Your application will not be processed without your official TOEFL score.**

Have you taken the TOEFL examination?  Yes Date of Exam \_\_\_\_\_  No  
Month Year

If not, on what date do you plan to take the exam? \_\_\_\_\_

**LETTER OF FINANCIAL GUARANTEE:** Your application must be supported by an official letter of financial guarantee from a scholarship agency or a private individual. This letter must show that the organization or individual is willing and able to finance your education at an amount consistent with the enclosed *Estimated International Student Costs* table. If the letter of financial guarantee is from an individual it must be supported by a notarized letter of credit from a recognized bank.

**VISA INFORMATION:** It is the policy of the Seminary that all international students are brought into the United States of America under the F-1 student visa. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

Of what country are you a citizen? \_\_\_\_\_

Do you already have a visa?  Yes  No If yes, what type of visa do you have? \_\_\_\_\_

What is the expiration date? \_\_\_\_\_ Visa Number? \_\_\_\_\_

## Recommendations

**Please note:** 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

**I. Doctor of Ministry, Master of Arts, Islamic Chaplaincy Program (72 credit program), and Cooperative Master of Divinity Program applicants: Three letters of recommendation are required.** One letter must be 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. 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, but it is recommended that it be from a professor or professional colleague, if at all possible. **Please list your recommenders below:**

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1. Name (Professor/Instructor/Professional Colleague) Address Phone number

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2. Name (Minister/Religious Official or Community/Civic Associate) Address Phone number

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3. Name (Other) Address Phone number

**II. Islamic Chaplaincy Graduate Certificate (24 credit graduate certificate) applicants ONLY: Two letters of recommendation are required.** One letter must be from a professor/instructor who can speak to your academic ability for graduate 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. **Please list your recommenders below:**

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1. Name (Professor/Instructor/Professional Colleague) Address Phone number

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2. Name (Religious Leader/Community Leader) Address Phone number

**III. Professional Ministries Study Program and Graduate Certificate applicants (except those applying to the Islamic Chaplaincy Graduate Certificate): One letter of recommendation is required.** 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. **Please list your recommender below:**

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Name (Professor/Instructor/Professional Colleague) Address Phone number

## Statement

Your signature below 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 a part of your permanent record at Hartford Seminary; and 3) the application and supporting materials are not returnable.

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Signature

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Date

The following information is requested for statistical reporting purposes and is optional:

Gender:  Female  Male

How would you describe yourself? (please check one)  African-American  Asian-American  Euro-American  Latino-American  
 Native American  International  Other: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_  
(please be specific; provide name of denomination or branch of your religious tradition, i.e., AME, Southern Baptist, Roman Catholic, UCC, Church of the Living God, Reform Judaism, Sunni Muslim, etc.)

Ordained Clergy  Yes  No

Religious Professional  Yes  No



*Exploring Differences, Deepening Faith*

## GRADUATE PROGRAM: LETTER OF RECOMMENDATION

**To be completed by the applicant::**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Program for which you are applying:**

- |  |   |
|--|---|
| <input type="checkbox"/> Doctor of Ministry                  | <input type="checkbox"/> Islamic Chaplaincy Program                 |
| <input type="checkbox"/> Professional Ministry Study Program | <input type="checkbox"/> Graduate Certificate in Islamic Chaplaincy |
| <input type="checkbox"/> Master of Arts                      | <input type="checkbox"/> Graduate Certificate                       |
| <input type="checkbox"/> Cooperative Master of Divinity      |   |

To be read by the Applicant and Recommender: Under the Family Educational Rights and Privacy Act of 1974, Hartford Seminary students have access to their admissions files, including recommendation letters. Please remember that the applicant has access to this recommendation letter unless the applicant has signed the waiver statement below.

- |   |   |
|---|---|
| <input type="checkbox"/> I have <i>retained</i> my right of access to this recommendation | <input type="checkbox"/> I have <i>waived</i> my right of access to this recommendation |
|---|---|

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the 'Recommender':** Hartford Seminary would appreciate a statement from you concerning the person named above. Please give us your frank appraisal of the applicant's ability and aptitude for study, personality, intellectual and spiritual maturity, and capacity for leadership. Your honesty will help us in doing a careful evaluation. You may attach additional sheets if necessary. This letter of recommendation can be mailed or faxed directly to the Seminary by you or you can give it to the applicant.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Name (please print) \_\_\_\_\_ Title \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_