



# Master of Theological Studies

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## Graduate Application for Admission

**Admission Policy:** St. Norbert College welcomes applications from all ethnic, religious, and racial backgrounds. All applications are carefully and thoroughly reviewed. We are committed to making a fair and timely decision on your application. Please read the following instructions to help us with that process.

**Instructions:** All application materials should be sent to Master of Theological Studies Program, Attention: Becky Candelaria, 5825 Coors Rd. SW, Albuquerque, NM 87121. Please include a \$50.00 non-refundable application fee made payable to “St. Norbert College”.

### **Admission Requirements to the Master of Theological Studies Program:**

1. Completed application form, including the \$50 non-refundable application fee.
2. Bachelor’s degree from an accredited institution. Official transcripts from all colleges or universities submitted directly from the institution to Master of Theological Studies Department (MTS) Program Coordinator.
3. A minimum of eight credits in theology/religious studies including courses in *Introduction to the Bible* and *Introduction to Theology* (or their equivalents). Provisional enrollment status may be given to students who do not meet this requirement.
4. Three letters of recommendation
5. A brief essay written by the applicant. See bottom of last page for essay instructions.
6. Personal interview with Director and one other member of the MTS Policy Committee.

The Master of Theological Studies Director may make a provisional admission based on review of the above criteria. Up to six graduate credits may be accepted in transfer, exceptions are subject to review by the Graduate Advisory Council. Candidacy for full program participation and eligibility for subsequent award of the master’s degree will be determined by the Graduate Advisory Council upon review of academic progress following completion of a minimum of 15 credits. A formal letter requesting candidacy is necessary for candidacy consideration.

**PERSONAL INFORMATION:** (use exact name as you wish it to appear on all college records)

\_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Permanent Mailing Address

\_\_\_\_\_  
City State Zip Code  
Home phone: \_\_\_\_\_ Work/Cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Area of Concentration: \_\_\_\_\_ Diocese/Church \_\_\_\_\_

The following information is required for statistical reporting purposes only and will be kept confidential.

Date of Birth \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Religion: \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL DATA:**

College or University	City/State	Dates Attended	Degree	Major
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PROFESSIONAL EMPLOYMENT**

Type of Experience	Employer	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LETTERS OF RECOMMENDATION FROM:**

Name	Position	Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**To know more about you and your plans for ministry, we request that you attach a typewritten essay of approximately 500 words answering the following questions:**

1. What motivated you to apply for a M.A. program in Theological Studies?
2. What are your future ministerial hopes and expectations and how do you see this program helping you to achieve those goals?

**HOW DID YOU HEAR ABOUT OUR PROGRAM?**

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I hereby certify that the information and attached documents (if any) are correct and complete to the best of my knowledge. I understand that withholding information requested or giving false information may make me ineligible for admission to St. Norbert College or subject to dismissal.

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*Signature*

*Date*

All materials should be sent to:  
Master of Theological Studies  
Attn: Becky Candelaria  
5825 Coors Rd. SW  
Albuquerque, NM 87121

**ADDITIONAL INFORMATION:**

(Please use this area to provide any additional information that we may find helpful)

It is the policy of St. Norbert College not to discriminate on the basis of gender, age, race, religion, color, disability, national or ethnic origin in its admission practices, educational programs, activities or employment policies as required by Federal Civil Rights Laws. The St. Norbert College Section 504 on campus coordinator is the director of the Academic Support Services, 920-403-1321.