



## APPLICATION FOR ADMISSION BTS or MTS IN DIACONAL MINISTRY

### APPLICATION PROCEDURE

All documents submitted in support of this application become the property of St Stephen's College and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential. All materials must be received in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Registrar's Office: 1.800.661.4956, 780.439.7311 or at [st.stephens@ualberta.ca](mailto:st.stephens@ualberta.ca). Prospective students should submit the following documentation, in typed form where applicable:

1. The attached application form.
2. The non-refundable application fee.
3. Official CCS transcript (mailed directly to the College). If no CCS coursework has been completed at time of application to SSC, proof of CCS enrollment to be emailed from CCS to SSC at [st.stephens@ualberta.ca](mailto:st.stephens@ualberta.ca).
4. Official transcript of Baccalaureate Degree (mailed directly to the College) if applying to MTS.
5. Curriculum vitae in summary form. This document should include:
  - Professional experience: Position, place, and duration
  - Post-secondary education: Degrees, diplomas and certificates held, with institutions and dates
  - Other experience, education or training related to proposed program
6. Two letters of reference forwarded directly to St Stephen's College, using Reference Form which is part of this application.

**Application Deadline:** Applications are submitted to the Registrar's Office at any time; it is recommended that applicants apply within 5 years of completing CCS Diploma.

### EQUIVALENCIES PROCEDURE

An application to the MTS from persons who do not possess a Baccalaureate Degree will be considered if the applicant possesses satisfactory alternate educational experience. Equivalency is demonstrated by formal postsecondary education consisting of general and specialized studies comparable to a 90-credit Baccalaureate degree. In such cases, the Dean will require evidence of readiness to proceed. The Dean's decision whether or not to accept an application is final.

Prospective applications for whom special consideration is required should submit all supporting documentation (see Admission Requirements), together with any additional assessments, transcripts, and certificates earned in lieu of a related Baccalaureate Degree. A non-refundable equivalency fee of \$225 must be included. The Dean's Office will review all documentation, and where it is deemed further exploration is warranted, may assign additional requirements to test eligibility. If equivalency is granted, the applicant will be invited to pay the non-refundable regular application fee.

ST. STEPHEN'S COLLEGE and CENTRE FOR CHRISTIAN STUDIES  
 BTS in Diaconal Ministry / MTS in Diaconal Ministry  
 Application Form

INDICATE WHICH DEGREE YOU ARE APPLYING FOR:

<input type="checkbox"/> BTS in Diaconal Ministry
<input type="checkbox"/> MTS in Diaconal Ministry

GENERAL INFORMATION (please print)

<i>Use your legal name as shown on one of the following documents: Birth Certificate, Passport, Canadian Immigration Student Authorization document or Marriage Certificate. This name will appear on your College records and transcripts, and on your degree parchment upon graduation.</i>			
Full Legal Name			
	<i>Surname</i>	<i>First</i>	<i>Initial</i>
Previous Legal Name (if any)			
	<i>Surname</i>	<i>First</i>	<i>Initial</i>
Address			
	<i>Street</i>	<i>City/Province/Postal Code</i>	
Email			
Phone			
	<i>Home</i>	<i>Business</i>	
Birth Date			
Religious Affiliation (for statistical use only)			
How did you hear about the Program?			

What are some Church-related activities you have been involved in during the past five years?

List your community involvements during the past 5-10 years.

When you dream about what you would like to do on completion of your theological studies, what is your dream about? Please describe it.

Describe briefly a major concern or issue that you believe faces the responsible person of faith today.

**APPLICATION MATERIALS CHECKLIST:**

<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Official Transcripts requested directly from the granting institution(s)
<input type="checkbox"/>	<i>curriculum vitae</i> (resume)

**LETTERS OF REFERENCE**

Name of Referee	Occupation

Letters of Reference are mailed directly to St Stephen's College, using the form appended to this application.

**MTS APPLICATION FOR EQUIVALENCY:**

**MTS Applicants who do not possess a Baccalaureate Degree** must apply for equivalency. Equivalency is demonstrated by formal postsecondary education consisting of general and specialized studies comparable to a 90-credit Baccalaureate degree.

Send completed application form and all documents referred to under Application Procedure and Equivalencies Procedure to the College and pay the non-refundable **\$225 equivalency fee**. If equivalency is granted, applicants will be required to pay the normal application fee (\$195 Canadian applicants; \$390 International applicants).

**REGULAR** BTS or MTS APPLICATION:

Send completed application form and all documents referred to under Application Procedure to the College and pay the non-refundable application fee (\$195 Canadian applicants; \$390 non-Canadian applicants).

**Method of payment:**

Personal Cheque or Money Order payable to St Stephen's College     Cash     VISA     Mastercard

Credit Card Number	Expiry	Validation number

**MAIL APPLICATION TO:**

St Stephen's College  
 University of Alberta Campus  
 Diaconal Program Admissions  
 8810 112 Street  
 Edmonton, Alberta T6G 2J6

Or EMAIL signed application form and documents to: [st.stephens@ualberta.ca](mailto:st.stephens@ualberta.ca)

I certify that the information in this application is true and complete in all respects and that I have withheld no information. I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar: <http://stephen.srv.ualberta.ca/publications> I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in dismissal from the College. I agree, if admitted to St Stephen's College, to comply with the College regulations as stated in the St Stephen's College Academic Calendar.

Signature	Date

ST STEPHEN'S COLLEGE

Edmonton, Alberta

Phone: 780.439.7311

Fax: 780.433.8875

Toll-free: 1.800.661.4956

REFERENCE FORM – BTS or MTS in Diaconal Ministry Program

<b>APPLICANT NAME</b>	
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The College would appreciate a confidential statement from you concerning the person named above who has applied for admission to one of the degree programs of this School of Theology. **Referees may attach a letter of reference to this form, or write comments below.** Please indicate the length and nature of your relationship to the applicant, and comment especially on the following points, as possible:

- (1) Character, personality, and capacity for personal growth and development
- (2) Academic ability
- (3) Capacity for work in an educational model that emphasizes reflection on experience and personal growth as well as knowledge and skill development
- (4) Emotional stability
- (5) Leadership and vocational qualities
- (6) General readiness for pursuing their goals by means of the proposed course of study

**Letters of recommendation for admission can be released on request to the subject of the letter. They are considered valid for one year only.**

<p><b>MAIL, EMAIL or FAX DIRECTLY TO</b>                  Theological Studies Department                  St. Stephen's College                  University of Alberta Campus                  8810 112 Street                  Edmonton, Alberta T6G 2J6                  Fax: 780.433.8875                  Email: <a href="mailto:st.stephens@ualberta.ca">st.stephens@ualberta.ca</a></p> <p>Do NOT return Reference to Applicant</p>	<b>REFERENCE PROVIDED BY</b>	
	Signature	
	Name	
	Position/Title	
	Address	
	Phone	