



APPLICATION FOR ADMISSION GRADUATE CERTIFICATE IN THEOLOGICAL STUDIES PROGRAM

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 (in Canada), 780.439.7311 or at st.stephens@ualberta. Prospective students should submit the following documentation, in typed form where applicable:

1. The attached application form with required statements.
2. The non-refundable application fee.
3. Transcript(s): Official and Complete Transcript issued by the institution awarding the degree and certified by an authorized officer of that institution mailed directly to St Stephen's College; includes all courses taken and grades received for all years attended, is complete to the last date of attendance, and where applicable states the degree and the date the degree was or will be awarded. If the degree awarded includes transfer credits from other institutions, a transcript from the credit-granting institution is also required. Baccalaureate Degree must have GPA minimum 72%/B/3.0 during last 60 credits of course weight. Applicants should submit official transcripts for all academic work put forward in support of the application. Applicants whose transcripts are in a language other than English must submit certified translations of all transcripts being submitted as part of the application.
4. If language of instruction for prior degree was not English, proof of satisfactory score on an approved English language examination, referring to English Language Proficiency policy in Academic Calendar.
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 to three page statement of personal and professional goals in relation to the proposed course of study.
7. One page statement of your spiritual journey.
8. A sample of an academic paper or published article or other recent professional writing which demonstrates a capacity to integrate theory with practice.
9. Two letters of reference sent directly to College (using Reference Form which is part of the application).

Application deadline: Applications can be submitted throughout the year, with an annual application deadline of February 1 for Canadian and Permanent Resident applicants and November 1 for international applicants (next business day if date falls on a weekend). Applicants who do not possess a Baccalaureate Degree and who are applying for an evaluation of academic equivalency must submit their completed application to the College by December 1 for Canadian and Permanent Resident applicants and September 1 for international applicants.

EQUIVALENCIES PROCEDURE

An application 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 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 the intake process, and will pay the non-refundable regular application fee.

ST. STEPHEN'S COLLEGE

Graduate Certificate in Theological Studies Program Application Form

GENERAL INFORMATION

<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>
Preferred 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>	
Citizenship	<input type="checkbox"/> Canadian Citizen or Permanent Resident	<input type="checkbox"/> International Student (International Students must obtain a Study Permit through CIC)	
Email			
Phone			
	<i>Home</i>	<i>Business</i>	
Birth Date			
Religious affiliation if applicable (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?

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

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

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

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APPLICATION MATERIALS CHECKLIST:

(A detailed description of application materials is on page 2 under "Application Procedure")

- Application Fee
- Official Transcripts requested directly from degree-granting institution
- English Proficiency Test Score documentation (if applicable)
- Curriculum Vitae
- 2-3 page statement of personal and professional goals in relation to the GCTS program
- 1-page statement of your spiritual journey

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.

APPLICATION FOR EQUIVALENCY:

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 your 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 or Permanent Resident applicants; \$390 International applicants).

REGULAR APPLICATION:

Applicants who possess a Baccalaureate Degree: Send your completed application form and all documents referred to under Application Procedure to the College and pay the non-refundable application fee (\$195 Canadian or Permanent Resident applicants; \$390 International 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
 GCTS Program Admissions
 8810 112 Street
 Edmonton, Alberta T6G 2J6

Or EMAIL signed application form and documents to: 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

Telephone: 780-439-7311

Facsimile: 780-433-8875

Toll-free: 1-800-661-4956

REFERENCE FORM – GCTS PROGRAM

APPLICANT NAME	
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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>MAIL or FAX DIRECTLY TO St Stephen's College GCTS Program Admissions 8810 112 Street Edmonton, Alberta T6G 2J6 Fax: 780.433.8875</p> <p>OR EMAIL TO: st.stephens@ualberta.ca</p> <p>Do NOT return Reference to Applicant</p>	REFERENCE PROVIDED BY	
	Signature	
	Name	
	Position/Title	
	Address	
	Phone	