



Following Jesus into the World

200 North Main Street, Hatfield, PA 19440 ♦ 800.235.4021 ext 146

Office of Admissions

APPLICATION PROCEDURE

Biblical Theological Seminary welcomes applications from all qualified men and women who have a bachelor's degree from an accredited college or university. Biblical does not discriminate on the basis of race, color, age, gender, handicap, or national or ethnic origin in the administration of our educational programs and policies, admissions policies, or seminary activities. The admissions committee assesses each applicant on the basis of academic ability, personal characteristics, and educational and ministry objectives. Prior study in Christian education or theology is not required. Students from all academic backgrounds are welcome to apply.

Requirements are subject to change.

application deadlines

US residents

The Admissions Office accepts applications throughout the year but we encourage you to apply 6 months in advance of your expected enrollment date. Your completed application form and your application fee begin the process. An official letter will be sent providing the notification of the admission decision. Late applications (within 30 days of the beginning of the semester) may be accepted on a case-by-case basis.

international students

International students have a deadline of August 1 for the fall semester and December 1 for the winter and spring terms.

application

The application must be typed or clearly printed. Use additional sheets if needed. Please sign the application and the personal statement before submitting them to our office. Applications can also be submitted online through our website:

www.biblical.edu

application fee

The application fee is \$30.00. Checks or money orders should be made payable to Biblical Theological Seminary. The application fee is nonrefundable and nontransferable.

personal statement

Your statement of faith is one of the most important elements of the application packet. Some members of the admissions committee may only get to know you by your personal statement submission. Take the time needed to thoroughly and thoughtfully respond to each question.

current writing sample

Writing ability is often a predictor of a student's potential success in graduate school. The writing sample, therefore, plays an important role in the admission process. Submit a current writing sample that follows the guidelines provided.

recommendation forms

Two recommendation forms must be submitted, one from each of the following categories:

- (1) Academic/Professional—a professor or a professional supervisor or co-worker who will provide an objective assessment of your character and abilities
- (2) Ecclesiastical/Pastoral—pastor, elder, or deacon in your church

Please use the recommendation forms provided.

Updated 3.10.2017

criminal background check and a child abuse clearance

BTS certificate or degree program applicants must obtain a criminal background check and child abuse clearance, dated within one year of submittal of application, and provide a copy of each as part of the BTS application. Please download “Criminal Background Check & Child Abuse Clearance Guidelines” from the application homepage: <http://www.biblical.edu/admissions/admissions-process/application-forms>

official transcripts

Official transcripts from each undergraduate and graduate institution you have attended must be submitted with your application. (Photocopies will not be accepted.) Please use the Transcript Request Form provided. This form can be photocopied for multiple use if you have been enrolled in more than two colleges or universities.

If you have not completed your undergraduate degree program, we encourage you to proceed with the application process. An admission decision will not be made until we have received an official copy of your undergraduate transcript stating that a bachelor's degree has been awarded.

payment plan form

The payment plan describes various methods of financing one's education and asks you to indicate which methods you intend to use.

current résumé

In addition to paid positions, your current résumé should include any significant ministry volunteer experience.

one passport-size, color photo i.d.

Please download “Photo Submission Guidelines” from the website: <http://www.biblical.edu/admissions/admissions-process/application-forms> to help process your photo efficiently. This photo will remain with your file throughout the application process for accurate identification. Students who are admitted to Biblical Seminary may need a new picture taken for a photo identification badge if the photo guidelines are not followed.

admissions interview

The Admissions Office will set up an interview for you with a BTS representative. The interview is an opportunity for you and Biblical to get better acquainted. Please come prepared with questions you may have about the seminary. This interview will normally take place near the end of the admissions process. Your application and personal statement must be received before an interview can be scheduled. The interview may take place on campus, at a designated site, or via telephone or Skype.

international applicants

- Please view the International Student Information webpage to read over all TOEFL requirements and download all necessary international forms: <http://biblical.edu/become-a-student/intl-student-information>.
- International student background check verification form must be completed by all international students without a valid social security number. Please download “Criminal Background Check & Child Abuse Clearance Guidelines” from the application homepage: <http://www.biblical.edu/admissions/admissions-process/application-forms>

ThM applicants

BTS alumni who graduated less than 5 years ago need only complete the application form, the \$30 application fee, and the admissions interview.