



for Theological Studies

APPLICATION INFORMATION AND INSTRUCTIONS FOR NON-DEGREE MASTER'S CANDIDATES

Office of Admission
1306 N. Highland St.
Arlington, VA 22201
703-812-4757 ext. 204 • 703-812-4764 (fax)
info@leland.edu

Deadlines for Admission

Fall 2012: August 5, 2012
Spring 2013: January 6, 2013

Applications are received and offers of admission are made throughout the academic year. Prospective students are urged to apply as early as possible. **Note: All required materials found on the check list below must be received before the application deadline in order for an application to be considered complete. Incomplete files will not be considered.**

Application Contents for Graduate Certificate in Theological Studies, Graduate Special Student, Visiting Special Student, and Auditor

- Completed application.
- Non-refundable application fee of \$50. Make checks payable to The John Leland Center for Theological Studies or complete the credit card authorization form below.
- One recommendation form.
- Transcripts. You must request that each institution send an official transcript of academic work.
- Application essay.
- Resume.

Application Instructions

Application Form. Submit a completed application form with the \$50 nonrefundable application fee to the Office of Admissions. Please be sure to include your application essay.

Official Transcripts. Official transcripts from all previous community colleges, colleges, universities, graduate schools and seminaries must be submitted regardless of when you attended, how many hours were earned and whether a degree was granted. The colleges or universities should mail the official transcripts directly to Leland.

Letters of Recommendation. You must provide one letter of recommendation. The letter should come from your pastor. The Letter of Recommendation form should be provided to the person that you list in the Letter of Recommendation section of the admission application. Recommendation forms and letters should be submitted by fax and regular mail only. ***Those completing your recommendation should complete the enclosed recommendation form and attach a letter.*** All applicants are responsible for ensuring that your recommenders complete both the form and a letter of recommendation.

