



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 3.9.2017

criminal background check and a child abuse clearance

A criminal background check and a child abuse clearance, dated within one year, are required for applicants to the MA in Counseling (MAC) and the Certificate in Christian Counseling (CCC). Please download "Criminal Background Check & Child Abuse Clearance Guidelines" from the application homepage: www.biblical.edu/become-a-student/how-to-apply.

After all application materials have been received, the applicant will be interviewed by the Graduate School of Counseling Committee, as the final step in the application process.

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.

This photo will remain with your file throughout the application process for accurate identification. Students who are admitted to Biblical Seminary will have a new picture taken for a photo identification badge.

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.

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.



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Office of Admissions

APPLICATION FOR ADMISSION (ThM/MDiv/MA/Certificate)

Please send all application items (as listed below) to the above address. Documents may be sent as you complete them. However, in order for your application to be processed your **\$30 non-refundable application fee is required** with your initial submission.

<input type="checkbox"/> Application form <input type="checkbox"/> \$30 application fee <input type="checkbox"/> Personal Statement <input type="checkbox"/> Current writing sample <i>(see guidelines)</i> <input type="checkbox"/> Academic/Professional Recommendation form	<input type="checkbox"/> Ecclesiastical/Pastoral Recommendation form <input type="checkbox"/> Official transcripts <i>(no photocopies)</i> <input type="checkbox"/> Payment Plan form <input type="checkbox"/> Current résumé	<input type="checkbox"/> One passport-size, color photo I.D. <input type="checkbox"/> Criminal Background Check <i>(see guidelines)</i> <input type="checkbox"/> Child Abuse Clearance <i>(see guidelines)</i>
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***ThM applicants:** BTS alumni who graduated less than 5 years ago need only complete the application form, the \$30 application fee, payment plan form and the admissions interview.

I. PERSONAL INFORMATION

Name (Last, First, Middle): _____ ☐ Male ☐ Female

Maiden Name: _____ Preferred Name: _____

Current Address: _____

Home Phone: _____

Cell Phone: _____ E-mail: _____

*Social Security Number: _____ Date of Birth: _____

*Required for IRS form 1098-T

Permanent Address: _____

Citizenship: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Phone Number (s) _____

Marital Status: ☐ Single ☐ Married ☐ Other _____

Spouse's name, if applicable: _____

Are you the child or spouse of a Biblical graduate? ☐ No ☐ Yes—if yes, graduate's name: _____

Ethnic Origin (optional): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic/Latino
☐ Native Hawaiian or Other Pacific Islander ☐ Nonresident Alien ☐ Race & ethnicity unknown ☐ Two or more races ☐ White

International Students

International student background check verification form must be completed by all international students without a valid social security number.

If you are an international student, please indicate current visa status: _____

What date did you take **OR** will you be taking the TOEFL? _____

If you have not graduated from an English speaking college or university, scores on the Test of English as a Foreign Language (TOEFL) must be submitted to the Admissions Office.

Go to our International Student Information webpage to read over all TOEFL requirements and download all appropriate forms.

Do you have any health condition(s) that would limit your ability to pursue seminary study? ☐ No ☐ Yes—if yes, please explain.

Have you ever had extreme financial difficulties such as bankruptcy? ☐ No ☐ Yes—if yes, please explain.

Have you ever been convicted of a crime or pled guilty to a violation of any federal, state, county, military or municipal laws?

☐ No ☐ Yes—If yes, please list the date and place of the offense, the charge and the outcome.

II. CURRENT EMPLOYMENT (if any)

Company Name: Position Held:

Address:

Work Phone:

III. ACADEMIC INFORMATION

How did you hear about Biblical? Please list name of person or venue:

Applying as: ☐ New Student ☐ Transfer from ☐ Other

Have you previously applied to Biblical Theological Seminary? ☐ Yes ☐ No

If yes, when did you apply? Were you admitted? ☐ Yes ☐ No

Are you applying to another seminary? If yes, please list

Academic program for which you are applying:

Master of Divinity

Track Courses:

☐ Biblical Language ☐ Urban Ministry ☐ Pastoral Ministry ☐ Missiology ☐ Counseling Concentration

Master of Arts: ☐ MA in Counseling ☐ MA in Ministry ☐ MA Missional Theology ☐ MA Biblical Studies

Master of Theology ☐

Certificate: ☐ Certificate in Biblical Studies ☐ Certificate in Christian Counseling

☐ Certificate in Missional Theology ☐ Certificate in Advanced Professional Counseling

Intended start term: ☐ Fall 20 ☐ Spring 20 Enrollment status: ☐ Full Time ☐ Part Time

IV. CHURCH AFFILIATION

Church Name:

Address:

Phone:

Name of Pastor:

V. EDUCATIONAL HISTORY

Please list all colleges, universities, and graduate or professional schools attended beyond high school starting with the most recent. If there is insufficient space below, please attach an additional sheet. **Note: It is your responsibility to see that official transcripts are sent directly to us by each school you have attended since high school.**

Name of School	Major	Date of Attendance	Degree Awarded
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Have you ever been refused admittance or re-admittance by another seminary? If yes, please explain.

I hereby make application to Biblical Theological Seminary and affirm that, to the best of my knowledge, all information on this document is complete and accurate. I understand that my application must be accompanied by a non-refundable \$30 fee.

_____/_____/_____
DATE

SIGNATURE OF APPLICANT

:\\Application Forms\\Application Forms - Catalog



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Office of Admissions

PERSONAL STATEMENT

Name: _____ Date: _____

Please respond to the following questions thoroughly, on separate sheets of paper. Questions 1-6 must be answered by all applicants. Question 7 for all MDiv program applicants only, and questions 8-9 are for MA in Counseling applicants only.

1. Describe your conversion to Christ and some of the influential factors that have aided in your Christian growth.
2. How has God been working in your life to lead you to ministry?
3. What are your vocational goals/objectives after seminary? How do you see a seminary education preparing you for this work?
4. Comment on the role, importance and responsibility of the local church. How have you been involved to see those things take place in your church community?
5. What are your plans for financing your degree program? Can you reasonably fulfill this plan without undue stress on you and your family?
6. Please initial to indicate that you have discussed the commitments of seminary with your spouse and he or she supports you in it (if applicable). Please have your spouse sign at the bottom of the form to attest to this discussion. Initials: _____

MDiv track applicants only:

7. The MDiv program is intensive and requires a commitment to attend class one night per week, and one Saturday per month. It also necessitates approximately 15-20 hours of work outside of class time each week. How do you plan to balance your studies with family, ministry, and employment?

Initials: _____

MA in Counseling applicants only:

8. The MA in Counseling program requires a commitment to attend class one night per week, one Saturday per month, and one weekend retreat per year (Fri. evening – Sun. noon). It also necessitates 20 – 25 hours of work outside of class time each week, in addition to 700 hours of fieldwork (practicum and internship). How do you plan to balance your studies with family, ministry, and employment?

9. By applying to the MA in Counseling program, I acknowledge that the program requires all of the above commitments, and that I am required to complete a total of 700 hours of practicum and internship field work.

Initials: _____

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF SPOUSE or "Not Applicable"

Updated 2/25/17



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WRITING SAMPLE GUIDELINES

Writing ability is often a predictor of a student's potential success in seminary. The writing sample, therefore, plays an important role in the admissions process. Please follow the requirements below for the admissions writing sample.

Minimum Requirements for a Writing Sample

- ☐ The writing sample should be **typed, double-spaced, at least 750 words, and no more than two years old.**
- ☐ The writing sample should be **academic in nature**, demonstrate your ability to write clearly and succinctly, and be free from common grammatical errors. Also, it should be evident, early in the writing, what you are trying to accomplish.
- ☐ The writing sample should demonstrate an indication of your **critical thinking skills**. Critical thinking should include a critique of the topic or author you are writing about by interacting, reflecting, evaluating, or analyzing, even if you do not agree with topic or author. Therefore, be sure to state very clearly your own ideas and beliefs about the writing topic.
- ☐ The writing sample should include at least **one citation or reference**, as in a research paper.

Acceptable Writing Sample Topics

- ☐ A previously written term, research, dissertation, response, or reflection paper from your undergraduate education, graduate education, or post-graduate work, provided it is no more than two years old and meets the minimum requirements for a writing sample, as outlined above. In addition, previously written documents should clearly identify when the document was written and for what class or purpose it was written.

If you don't have a previously written document that meets the aforementioned requirements, please choose from the following, for your writing sample.

- ☐ Write a paper on a theme that flows from the Old Testament into the New Testament and how that theme interacts with your vocation/career context. (Examples of themes include but are not limited to "following Jesus into the world", "women in ministry", "the justice of God", "ethnic diversity", etc.) In addition to meeting the minimum requirements for a writing sample above, this paper must reference a minimum of five (5) bible verses. Additional resources can be used as well.
- ☐ Write a paper that interacts with, reflects, and responds with a video on BTS' program of Christian counseling. Contact Admissions office (215.368.5000, ext 146) for video. As part of your interaction, include what you like about BTS' approach, what is challenging to you, and/or what you think are some shortcomings about BTS' approach. This paper must meet the minimum requirements of a writing sample, as outlined above.

- Read one of the following books below and write a paper that interacts with, reflects, and responds with the author, even if you do not agree with the author. **Please do not merely repeat what the author says.** This paper must meet the minimum requirements of a writing sample, as outlined above.

1. **God Behaving Badly: Is the God of the Old Testament Angry, Sexist, and Racist?** by David T. Lamb (InterVarsity Press)
2. **Surprised by Hope: Rethinking Heaven, the Resurrection, and the Mission of the Church**, by N.T. Wright (HarperOne)
3. **Reconciliation Blues**, by Ed Gilbreath (InterVarsity Press)
4. **Your Church Is Too Small: Why Unity in Christ's Mission Is Vital to the Future of the Church**, by John H. Armstrong (Zondervan)
5. **Heresies and How to Avoid Them: Why It Matters What Christians Believe**, edited by Ben Quash and Michael Ward (Baker Academic)
6. **With Justice for All: A Strategy for Community Development**, by John M. Perkins (Regal)
7. **Clouds of Witnesses: Christian Voices from Africa and Asia**, by Mark A. Noll and Carolyn Nystrom (InterVarsity Press)
8. **Evolving in Monkey Town: How a Girl Who Knew All the Answers Learned to Ask the Questions**, by Rachel Held Evans (Zondervan)
9. **Psychology and Christianity: Four Views (or Psychology and Christianity: Five Views)**, edited by Eric L. Johnson and Stanton Jones (InterVarsity Press)
10. **The Cross of Christ**, by John R. W. Stott (InterVarsity Press)

This book list does not imply endorsement by the seminary of the authors or the contents of the books.



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Office of Admissions

ACADEMIC OR PROFESSIONAL RECOMMENDATION FORM

TO THE APPLICANT

Please give this form to a professor or a professional supervisor or co-worker who will provide an objective assessment of your character and abilities (Note: ThM applicants are to submit an academic recommendation, not a professional recommendation). First, enter your full name below and indicate the year and program for which you are applying. Sign the "Optional Waiver of Rights" if you wish to make this recommendation confidential by waiving your right to access it. Forward this form to the recommender, with a stamped envelope, addressed to BTS Admissions Office, 200 N. Main St., Hatfield, PA 19440.

Name (Last, First, Middle): _____ Sex: ☐ Male ☐ Female

Intended start term: ☐ Fall 20____ ☐ Spring 20____

Academic program for which you are applying:

Master of Divinity

Track Courses:

☐ Biblical Language ☐ Urban Ministry ☐ Pastoral Ministry ☐ Missiology ☐ Counseling Concentration

Master of Arts: ☐ MA in Counseling ☐ MA in Ministry ☐ MA Biblical Studies ☐ MA Missional Theology

Master of Theology ☐

Certificate: ☐ Certificate in Biblical Studies ☐ Certificate in Christian Counseling

☐ Certificate in Missional Theology ☐ Certificate in Advanced Professional Counseling

OPTIONAL WAIVER OF RIGHTS *(Under the Family Educational Rights & Privacy Act of 1974)*

I hereby waive my right of access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application to Biblical Theological Seminary.

Signature _____

TO THE RECOMMENDER

The above named person is applying to Biblical Theological Seminary and has requested that your recommendation be included as part of the information on which our Admissions Office will base its decision. Please provide your assistance by answering the questions below. When completed, please mail this form directly to BTS Admissions Office at the address shown above.

1. How long have you known the applicant and in what capacity? _____

2. What characteristics do you consider to be the strengths of the applicant? _____

3. Please describe the area(s) that you feel the applicant has room for growth? _____

4. How thoroughly do you think the applicant has thought out plans for graduate theological study? _____

(see other side)

5. Biblical Theological Seminary seeks applicants who demonstrate potential for Christian ministry and related professions. Please comment on the applicant's potential and commitment for a religious vocation. _____

6. What would you say are the applicant's gifts? _____

Please give us your appraisal of the applicant in terms of the qualities listed below:

ABILITIES AND TRAITS	Superior	Good	Average	Poor	Not Observed
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marital relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental and emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you recommend this applicant for Biblical Theological Seminary?

☐ Highly recommend ☐ Recommend ☐ Recommend with reservation ☐ Do not recommend

Name of Recommender _____

Position or Title _____

School, Church, or Company _____

Address _____

City/State/Zip _____ Phone _____

Signature of Recommender _____ Date _____

Thank you for your assistance. Please return this form to BTS Admissions Office at the address shown at the top of this document.



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Office of Admissions

ECCLESIASTICAL/PASTORAL RECOMMENDATION FORM

TO THE APPLICANT

Please give this form to a pastor, elder, or deacon at your church who will provide an objective assessment of your character and abilities. First, enter your full name below and indicate the year and program for which you are applying. Sign the "Optional Waiver of Rights" if you wish to make this recommendation confidential by waiving your right to access it. Forward this form to the recommender, with a stamped envelope, addressed to BTS Admissions Office, 200 N. Main St., Hatfield, PA 19440.

Name (Last, First, Middle): _____ Sex: ☐ Male ☐ Female

Intended start term: ☐ Fall 20____ ☐ Spring 20____

Academic program for which you are applying:

Master of Divinity

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☐ Biblical Language ☐ Urban Ministry ☐ Pastoral Ministry ☐ Missiology ☐ Counseling Concentration

Master of Arts: ☐ MA in Counseling ☐ MA in Ministry ☐ MA Biblical Studies ☐ MA Missional Theology

Master of Theology ☐

Certificate: ☐ Certificate in Biblical Studies ☐ Certificate in Christian Counseling

☐ Certificate in Missional Theology ☐ Certificate in Advanced Professional Counseling

OPTIONAL WAIVER OF RIGHTS *(Under the Family Educational Rights & Privacy Act of 1974)*

I hereby waive my right of access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application to Biblical Theological Seminary.

Signature _____

TO THE RECOMMENDER

The above named person is applying to Biblical Theological Seminary and has requested that your recommendation be included as part of the information on which our Admissions Office will base its decision. Please provide your assistance by answering the questions below. When completed, please mail this form directly to BTS Admissions Office at the address shown above.

1. How long have you known the applicant and in what capacity? _____

2. What characteristics do you consider to be the strengths of the applicant? _____

3. Please describe the area(s) that you feel the applicant has room for growth? _____

4. How thoroughly do you think the applicant has thought out plans for graduate theological study? _____

(see other side)

5. Biblical Theological Seminary seeks applicants who demonstrate potential for Christian ministry and related professions. Please comment on the applicant's potential and commitment for a religious vocation. _____

6. What would you say are the applicant's gifts? _____

Please give us your appraisal of the applicant in terms of the qualities listed below:

ABILITIES AND TRAITS	Superior	Good	Average	Poor	Not Observed
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marital relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental and emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you recommend this applicant for Biblical Theological Seminary?

☐ Highly recommend ☐ Recommend ☐ Recommend with reservation ☐ Do not recommend

Name of Recommender _____

Position or Title _____

School, Church, or Company _____

Address _____

City/State/Zip _____ Phone _____

Signature of Recommender _____ Date _____

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Office of Admissions

COLLEGE TRANSCRIPT REQUEST

(APPLICANT: THIS FORM IS TO BE SENT TO YOUR COLLEGE OR UNIVERSITY)

INSTRUCTIONS

Please complete this form and ask the registrar to send it, along with an official transcript, to the admissions office of Biblical Theological Seminary at the address shown above. If you have attended more than one college or university, undergraduate or graduate, you can photocopy this form. This form should be sent to all institutions you have attended.

Name _____

Address _____

City/State/Zip _____

Social Security # _____

I was a registered student at _____ from _____ to _____
College/University Month/Year Month/Year

I ☐ Received ☐ Will receive a _____ on _____
Type of Degree Date

I, _____, authorize the registrar of the above mentioned school to release my academic
(Signature) transcript to Biblical Theological Seminary.



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Name _____

Address _____

City/State/Zip _____

Social Security # _____

I was a registered student at _____ from _____ to _____
College/University Month/Year Month/Year

I ☐ Received ☐ Will receive a _____ on _____
Type of Degree Date

I, _____, authorize the registrar of the above mentioned school to release my academic
(Signature) transcript to Biblical Theological Seminary.



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PAYMENT PLAN

Part of the application process is to indicate how you intend to finance your education. Please read the descriptions below and mark the check boxes to indicate how you plan to pay for your education.

PERSONAL FUNDS, SAVINGS & SUPPORT NETWORKS

Before applying for financial aid, BTS expects you to supply your financial obligations through personal funds and savings for education and by building a support network. A personal support network may include your home church, denomination, friends, family, clubs, foundations, and people to whom you have ministered. Students either pay in full for each term before the first day of class or pay in monthly installments through Nelnet Business Solutions (NBS) online. Our Business office will help you with a quote of how much to finance which will meet the costs of your degree program. . At the end of each month a 1% late fee (an effective 12% a year interest rate) will be assessed on any outstanding balance including those accounts under a monthly payment plan.

FEDERAL LOANS

Unsubsidized (non-need based) federal loans are available to degree-program students who are taking at least 5 credit hours per term, who maintain satisfactory academic progress, and who have at least 72 undergraduate credits. To apply, you must read "How to Apply for Federal Student Loans" (http://biblical.edu/images/stories/financial_aid/how-to-apply-for-federal-student-loans.pdf) and complete the required steps. See or contact our Financial Aid Coordinator, Ginny Hartman, for questions.

VETERANS BENEFITS

As an accredited school, BTS is recognized by the Veterans Administration. Our facilities code is 31015238. If you are serving or have served in the U.S. military, you must contact a regional VA office to determine your eligibility. Indicate your benefit information on this form.

BTS FINANCIAL AID

Because we believe that no qualified student should be discouraged from pursuing seminary for merely financial reasons, we have established the financial aid program to supplement your own financial resources. See separate page "Financial Aid Program".

Those who qualify will receive the one option that provides the most benefit.

BTS STUDENT TUITION PAYMENT POLICY

BTS policy is that all tuition fees are due in FULL before the start of class. A monthly payment plan is available by contacting the business office. At the end of each month a 1% late fee (an effective 12% a year interest rate) will be assessed on any outstanding balance including those accounts under a monthly payment plan. BTS accepts cash, checks, money orders and credit or debit cards for payment. We currently accept Visa, MasterCard, Discover, and American Express. Student account invoices are sent out around the 15th of each month for each student who has a balance due.

BTS will only allow a student to register and enroll in a course who has met one of the following situations:

- Paid all tuition and fees in full prior to the beginning of the first class each semester term.
- Applied and are eligible for a student loan under the U.S. Department of Education's Direct Loan program to cover any new and remaining tuition charges. Apply online at www.fafsa.ed.gov with the school code G23230. We can also assist you with a private student loan.
- Entered into a credible payment plan to pay off all outstanding balances and new charges from an upcoming term in one year. The payment plan may be monthly payments, ACH or through a credit card with NBS. However, the total outstanding balance under a monthly payment plan cannot be greater than \$6,000. Individuals on payment plans who miss more than one monthly payment will no longer be eligible for payment plans and must pay all outstanding balances in full.
- Entered into a church match agreement and all balances due from previous terms have been paid in full.



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Office of Admissions

BTS will not release an official transcript unless the student's account is paid in full. Students will not receive a diploma at commencement unless the student's account is paid in full. Students will not be allowed to participate in the commencement ceremony unless they have met one of the criteria listed in the previous paragraph.

Please mark one or more of the checkboxes below to indicate how you currently intend to finance your education, sign your name and date the next page, and submit all requested documentation to your Admissions Counselor/Recruiter (unless otherwise indicated).

- ☐ Personal funds, savings, and support networks. Please select a payment option:
- ☐ Payment in full—I intend to pay in full for each term on or before the first day of class for the term, using cash, check, third party check and/or credit card (BTS accepts Visa, MasterCard, Discover and American Express).
 - ☐ Monthly payments—I intend to pay in monthly installments through the Nelnet Business Solutions NBS online (Automatic payments are processed on the 5th or 20th of each month from a checking or savings account or applied to a credit card. Enrollment fee payable to NBS =\$25 per semester or \$45 annually.) . At the end of each month a 1% late fee (an effective 12% a year interest rate) will be assessed on any outstanding balance including those accounts under a monthly payment plan. Contact our Business Office to get a quote for the amount to finance. See online link on our web site.
- ☐ Federal loans (requires an undergraduate degree or at least 72 undergraduate credits)
I have completed _____ undergraduate credits.
Initials _____ I will read "How to Apply for Federal Student Loans" and complete the required steps.
- ☐ VA Benefits
Branch of the U.S. military in which you served or are serving: _____
Amount of your eligible education benefit: \$ _____
Military branch counselor contact: name _____ Phone number or email of contact: _____
Type(s) of military benefit you are receiving (i.e. Montgomery GI bill, Chapter 30, Chapter 33, etc.): _____
- ☐ Other financial support
Supporter identification and documentation: _____
Amount of support: _____

DATE

STUDENT ID#

* Social Security # (*Required for IRS form 1098-T)

PRINTED APPLICANT NAME

APPLICANT SIGNATURE



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Office of Admissions

PHOTO SUBMISSION GUIDELINES

A photo of you must be submitted as part of the application process. Please follow the guidelines below to help process your photo more effectively. Upon acceptance into one of our programs, your photo will serve as your identification for use in our library, etc. Photos that follow the minimal requirements below do not have to be retaken post acceptance into the program.

Photo Minimal Requirements:

- ☐ Must be in color
- ☐ Must show front of face, not a side profile
- ☐ Be proportional such that it can be cropped to a square without removing part of the face
- ☐ Must be the original, no photograph of a photograph (esp. not of a driver's license or passport)
- ☐ Must be at least 200 x 200 pixels (larger is preferable, but that's the absolute minimum)
- ☐ Have as much of a neutral background as possible, so the face and hair are clearly visible against the background.



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Office of Admissions

CRIMINAL BACKGROUND CHECK & CHILD ABUSE CLEARANCE GUIDELINES

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. The criminal background check shows criminal charges, whereas the child abuse clearance shows individuals found responsible for indicated child abuse and neglect by the local department of child protective services. Results do not automatically qualify or disqualify applicants. Information will be assessed on a case-by-case basis. Please see guidelines below per your respective state. Submit a copy of each document via the following options: upload onto the online application, or mail, email or fax a copy to your admissions counselor or the Admissions Office (admissions@biblical.edu, fax: 215-368-4913). If you have any concerns, please discuss them with your admissions counselor.

NOTE:

- **For international applicants ONLY – International applicants without a valid social security number must follow the process described on p.3.**
- **For counseling program applicants ONLY: The original copy of both background check and clearance documents must be maintained by students as such documents will be required for use during fieldwork activities.**

Pennsylvania

Criminal history background check:

1. On <https://epatch.state.pa.us>, click on “New Record Check” Volunteers Only, and follow instructions.
2. You should receive a PDF version of background check results right away, if there are no findings.

Child abuse clearance:

1. At <https://www.compass.state.pa.us/cwis/public/home>, click “Create a New Account” in the “Child Welfare Portal” box in the center of the screen and follow instructions.
2. Choose “non-paid volunteer” and indicate “Biblical Seminary” as the organization requiring the clearance.

New Jersey

Criminal history background check:

1. At http://www.state.nj.us/njsp/about/serv_chrc.html#icbc print and fill out the New Jersey Universal Fingerprint Form (form A, under “Instructions for Obtaining Your Criminal History Record). For #25, occupation, write “Graduate student”; for #26, write “Biblical Seminary, 200 N. Main St., Hatfield, PA 19440.”
2. Schedule your fingerprinting appointment through the link www.bioapplicant.com/nj.
3. If you have questions about the details of this process, please contact the New Jersey State Police, Criminal Information Unit, 609-882-2000 ext. 2918).

Child abuse clearance:

1. New Jersey will only complete a Child Abuse Clearance if requested by the organization where you are working or volunteering. Therefore, it is not required now as part of the application process. **For counseling program students, the clearance will be required upon start of fieldwork activities.**

Maryland

Criminal history background check:

1. At <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>, select a fingerprint service provider. It is advisable to scroll down past the list of private providers to the section titled "CJIS Operated Fingerprinting Services" (beneath "How to Become a Private Provider"). The first location (Reisterstown Rd.) is in Baltimore and provides walk-in fingerprinting. The next five locations are Motor Vehicle Administration (DMV) sites that do require an appointment. These six locations charge a set \$38 for the service, whereas the private providers have variable rates (\$18 for background check + variable rates for the actual fingerprinting service). If you use one of the private providers, it is wise to inquire about the price beforehand.
2. When you go to your fingerprinting appointment, tell them the prints are for "individual review." This will prompt them to electronically send the prints for review.
3. If you have questions about the details of this process, please contact the Maryland Call Center, 888-795-0011.

Child abuse clearance:

1. Print and fill out the "Consent for Release of Information/Background Clearance Request" at <http://www.dhr.state.md.us/blog/wp-content/uploads/2012/10/bgclear.pdf>. Follow instructions. Note: In Part 1A (Release to Self), check #1 ("to determine if I have been found responsible for indicated or unsubstantiated disposition for a child abuse or neglect investigation"). Leave Part 1B blank.

Delaware

Criminal history background check:

1. Contact the Delaware State Bureau of Identification at 302-739-5884 to locate the nearest police department. Visit the department to request a criminal history. It will cost approximately \$52.

Child abuse clearance:

1. Delaware is only required to complete a child abuse history for foster or adoptive parent situations. Therefore, it is not required now as part of the application process. **For counseling program students, the clearance may be required upon start of fieldwork activities.**

Other States

Contact your state police department to obtain your criminal history background check. Contact your state's department of child protective services to obtain your child abuse clearance. The following website may be helpful:

<http://www.casaforchildren.org/atf/cf/%7B9928CF18-EDE9-4AEB-9B1B-3FAA416A6C7B%7D/State%20by%20State%20Information%20for%20Obtaining%20a%20CAR%20Check-final-3%2031%2015.pdf>

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.

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.



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Office of Admissions

INTERNATIONAL STUDENT BACKGROUND CHECK VERIFICATION PROCESS

Background checks and child abuse clearances can only be completed when there is a valid social security number. International students who come into the US with a visa and no social security number should have been given a background check during their interview for admission into the US.

1. Check the applicable line below and sign to verify that a background check was completed during your interview for admission into the US and that you have no criminal history. Make a copy of this form for your records and give the original to the Admissions Office.
2. If a background check was not completed during your interview for admission into the US, please contact the Director of Academic Services (academic@biblical.edu) or your admissions counselor to discuss your particular situation. In addition, check the applicable box below and sign. Make a copy of this form for your records and give the original to the Admissions Office.

☐ I testify that as part of my international admissions interview into the US, a background check was completed and that I have no criminal history.

☐ A background check was not completed as part of my international admission interview into the US. Please contact me to discuss. I testify that I have no criminal history.

Print name: _____ Date: _____

Signature: _____ BTS student ID# _____



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Office of Admissions

Dependent Information Form

1. Are you Married? ☐ Yes ☐ No

2. If yes, what is your spouse's name:

(Spouse's first name) (middle) (last name) (Spouse's Date of Birth) (Citizenship)

3. Do you have dependent children?
☐ Yes ☐ No

4. If yes, complete the following information below for only those dependent children who will be accompanying you to the United States.

Child #1 _____
(First name) (Middle) (Last name) (Date of Birth) (Citizenship) (Male or Female)

Child #2 _____
(First name) (Middle) (Last name) (Date of Birth) (Citizenship) (Male or Female)

Child #3 _____
(First name) (Middle) (Last name) (Date of Birth) (Citizenship) (Male or Female)

Child #4 _____
(First name) (Middle) (Last name) (Date of Birth) (Citizenship) (Male or Female)

Child #5 _____
(First name) (Middle) (Last name) (Date of Birth) (Citizenship) (Male or Female)

Child #6 _____
(First name) (Middle) (Last name) (Date of Birth) (Citizenship) (Male or Female)

Student's **PRINTED** Name

Student's Signature

Date



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200 N. Main Street, Hatfield, PA 19440 (USA) 800.235.4021 ext 146

ATTN: Office of Admissions
(As required by the)

U.S. Department of Justice

Affidavit of Financial Support

INSTRUCTIONS

- I. The supporter(s)/sponsor(s) must supply official and original evidence of their ability to support the Biblical student. Appropriate evidence can be: (copies will not be accepted)
 - A. An official and original (current) bank account statement showing the date the account was opened, the total deposits for the last year and the present balance.
 - B. A copy of your most recent tax return or financial statements.
- II. Biblical Theological Seminary is given the Authority to collect this information under sections 8 U.S.C. 1182 (a) (15), 1184(a), and 1258 of immigration law.

(Complete ALL blanks, using a typewriter or print neatly with ink.)

I, _____, residing at _____
(Printed name of the sponsor or group giving financial support) (Street and Number)

(City) (State) (Zip or Postal Code) (Country)

was born on _____ in _____
(Birth Date) country)

and this affidavit is executed in behalf of the following person:

(First, Middle & Last Name of Biblical Student)

(Country of Citizenship) (Present Address of Biblical student)

(City) (State) (Zip or Postal Code) (Country)

Prospective Biblical student: ☐ Male ☐ Female

Year enrolled at Biblical: ☐ Year 1 ☐ Year 2 ☐ Year 3

Marital Status: ☐ Single ☐ Married ☐ Engaged ☐ Separated ☐ Divorced ☐ Other

Relationship of prospective Biblical student to Sponsor: _____

List name, gender and age of all dependents (spouse & children) accompanying Biblical student to the U.S.

(Name of spouse) (gender) (age)

(Name of dependent child) (gender) (age)

(Name of dependent child) (gender) (age)

(Name of dependent child) (gender) (age)

This affidavit is made by me for the purpose of assuring the United States Government that the person(s) named above will not become a public charge in the United States.

I am willing and able to receive, maintain and support the person(s) named in above and am ready and willing to deposit a bond, if necessary, to guarantee that such person(s) will not become a public charge during their stay in the United States. I guarantee that the above named person(s) will maintain their nonimmigrant status if admitted temporarily and will depart prior to the expiration of their authorized stay in the United States.

I understand this affidavit will be binding upon me for a period of (3) years after entry of the person(s) named above and that the information and supporting documentation provided by me may be made available to the Secretary of Health and Human Services and the Secretary of Agriculture, who may make it available to a public assistance agency.

I am employed as, or engaged in the business of

with _____
(Type of Business)

(Name of Business)

(Address of Business)

(state)

(Zip or Postal Code)

(Country))

I have on deposit in my account(s) \$

(original and official bank statement(s) must be included with this form, photocopies will not be accepted)

I am currently sponsoring the following person(s): (If you are not sponsoring anyone, write "NONE.")

(Name of other recipient)

(relationship of recipient to sponsor)

(dates of support)

(Name of other recipient)

(relationship of recipient to sponsor)

(dates of support)

I acknowledge I have read all the instructions and sections of this affidavit. I am aware of my responsibilities as an immigrant sponsor.

(Signature of the supporter/sponsor)

(date)

If this affidavit was prepared by other than sponsor, complete the following: **I declare that this document was prepared by me at the request of the sponsor and is based on all information of which I have knowledge.**

(Signature of preparer & Title)

(date)

Return Completed original form to:

Biblical Theological Seminary
ATTN: ADMISSIONS OFFICE
200 N. Main Street
Hatfield, PA 19440 (USA)
215.368.4913 (fax)



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Office of Admissions

VISA APPLICATION PROCESS

Your I-20 Form is included with this notice. In order for your I-20 to be authorized by the U.S. Immigrations and Customs Enforcement (USICE), you must do the following:

1. Visit the American embassy/consulate in your country with the following documents: ➤ I-20 Form
 - Valid passport
 - Copies of the financial information you sent to Biblical Seminary to prove financial support
 - Letter of admissions from Biblical Seminary

Every American embassy/consulate works from the same set of regulations and laws but will have different procedures for its location. Some will require a person-to-person interview; some will collect the documents and give the student an appointment for some time in the near future; some will give an appointment and ask the student to come back with all the documentation. If the visa is approved, you will be given the visa stamp in the passport.

The visa is a stamp in the passport indicating where the visa was issued, the date the visa was issued, the date the visa will expire, the number of entries, the type of visa, and the visa number.

- Receipt for the payment of the SEVIS I-901 fee (see www.FMJFEE.com)

2. You will be given an I-94 (which includes 3 sections: the instructions, the arrival record card, and the departure record card) to complete.
3. At the port-of-entry, present to the immigration officer the following:
 - Valid passport with valid visa
 - I-20
 - Completed I-94 (all 3 sections)
 - Any other requested information such as financial information or admission letter
4. The immigration officer will:
 - Return the valid passport with valid visa with USICE entry stamp
 - Return the departure record card to you (usually stapled in the passport)
 - Stamp the I-20 and return it to you immediately
 - Return any other requested information

Special Note Regarding Canadians:

Canadians do not need passports or visas to enter the US, but a passport is recommended if possible. A student should take the I-20, passport, and financial documentation to the Canadian/US border. US immigration officers will stamp the I-20 and either return it to the student or send it directly to Biblical. They will also have the student complete the I-94 and return the departure record card to the student as evidence of legal entry to the US as an F-1 student.

Updated: 2/24/2017



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Fax: 215.368.4913

Office of Admissions

INTERNATIONAL STUDENT TRANSFER FORM

For F-1 applicants currently residing in the U.S. and not planning to depart the country before beginning a degree program at Biblical.

TO THE STUDENT

Enter your full name below and indicate the year and program for which you plan to enroll. Sign the statement below to authorize release of your information and please forward this form to the foreign student advisor at your current school. **PLEASE ATTACH A COPY OF YOUR CURRENT I-20.**

Name (Last, First, Middle): _____ Sex: ☐ Male ☐ Female

Social Security # _____ Program for which you are applying: ☐ DMIN ☐ MA ☐ MDiv ☐ ThM

***Required for IRS form 1098-T**

Expected date of entrance: Fall 20____ Spring 20____

Initial date of entry into the US: _____ I-94 Number _____

RELEASE OF INFORMATION CONSENT

In accordance with the U.S. Citizenship & Immigration Services regulations regarding transfer of schools, I authorize the information requested below to be released to Biblical Seminary.

Signature _____

TO THE FOREIGN STUDENT ADVISOR

The person whose name appears above has applied to Biblical Seminary (SEVIS code: PHI214F00420000). Please respond to the questions below and mail the completed form and I-20 copy (supplied by the student) directly to the Office of Admissions at the address shown above.

Please indicate the student's last date of attendance or completion date _____

To your knowledge, has the student maintained legal status? _____ If "No," please explain: _____

Is the student's status currently under adjudication? _____ If "Yes," please explain: _____

Would the student be permitted to continue at your institution? _____

Please list all periods of OPT, CPT, or other authorized work (please specify): _____

Date of transfer: _____

Name of person completing this form _____

Position or Title _____ Institution _____

Address _____ City/State/Zip _____

Phone () _____ E-mail _____

Signature of person completing this form _____ Date _____

Updated: 2/24/2017



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Office of Admissions

Financial Information Form: Nonimmigrant (F-1)
MA/MDiv

International Students who apply to Biblical Theological Seminary must demonstrate full financial support before an admissions decision can be made and a student visa can be issued. Please calculate your **estimated expenses** and indicate the sources of your financial support as requested below, sign, and return this form to Biblical Theological Seminary, 200 North Main Street, Hatfield, PA 19440 (USA). The Affidavit(s) of Support will verify that the financial sources listed below are valid. Affidavits of Support can be obtained by contacting the Office of Admissions at 215.368.5000.

Section A

Please provide the address from your home country (required on I-20):

Name

Address

Province/Territory

Postal Code

Country

Year enrolled at Biblical: ☐ Year 1 ☐ Year 2 ☐ Year 3

Section B

Estimated Expenses for the Academic Year (Fall and Spring Semesters)

Tuition and Fees \$13,122

Textbooks & Materials (Estimated) \$700

Living Expenses (Estimated) \$15,000

Number of dependents _____ x \$4,100 (Enter total) _____

Other _____

TOTAL _____

Section C

Guaranteed Income (Indicate below the source and amount of money to be contributed to your expenses.)

Student's funds (attach evidence of funds) _____

Family funds (attach evidence of funds) _____

Other (Please specify) _____

_____ *

TOTAL _____

* This total must be equal to or greater than the total indicated in Section B.

Section D International students applying for the MDiv program should financially plan for a three year program. International students applying for an MA degree program should financially plan for a three year program.

I verify that the guaranteed income figures indicated above are correct and sufficient to cover the cost of my tuition and living expenses; therefore, I will not plan to be dependent upon employment while I am a student at Biblical Theological Seminary.

The estimated living expenses include the cost of health insurance. All matriculating students are strongly encouraged to purchase health insurance. The United States does not have a government medical plan. The seminary has brochures available upon request, describing a health insurance program for international students.

Student's Printed/Typed Name

Student's Signature

Date

Updated: 2/21/2017



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Office of Admissions

Financial Information Form: Nonimmigrant (F-1)
ThM

International Students who apply to Biblical Theological Seminary must demonstrate full financial support before an admissions decision can be made and a student visa can be issued. Please calculate your **estimated expenses** and indicate the sources of your financial support as requested below, sign, and return this form to Biblical Theological Seminary/Admissions Office, 200 North Main Street, Hatfield, PA 19440 (USA). The Affidavit(s) of Support will verify that the financial sources listed below are valid. Affidavits of Support can be obtained by contacting the Office of Admissions at 215.368.5000.

Section A

Please provide the address from your home country (required on I-20):

Name

Address

Province/Territory

Postal Code

Country

Year enrolled at Biblical: ☐ Year 1 ☐ Year 2

Section B

Estimated Expenses for the Academic Year (Fall & Spring Semesters):

Tuition and Fees \$6,600

Textbooks & Materials (Estimated) \$600

Living Expenses (Estimated) \$18,000

Number of dependents _____ x \$4,100 (Enter total)

Other

TOTAL

Section C

Guaranteed Income (Indicate below the source and amount of money to be contributed to your expenses.)

Student's funds (attach evidence of funds)

Family funds (attach evidence of funds)

Other (Please specify)

TOTAL

* This total must be equal to or greater than the total indicated in Section B.

Section D International students applying for the ThM program should financially plan for a two year program.

I verify that the guaranteed income figures indicated above are correct and sufficient to cover the cost of my tuition and living expenses; therefore, I will not plan to be dependent upon employment while I am a student at Biblical Theological Seminary.

The estimated living expenses include the cost of health insurance. All matriculating students are strongly encouraged to purchase health insurance. The United States does not have a government medical plan. The seminary has brochures available upon request, describing a health insurance program for international students.

Student's Printed/Typed Name

Student's Signature

Date

Updated:3/13/2017