



# Admissions

## Admissions Policy

Persons wishing to enroll at Faith Theological Seminary must apply by completing the Application for Admission form or by completing the web-based Application for Admission on the FTS website. When the required information and Application Fee have been received, the applicant will be notified in a timely manner of their acceptance or denial.

In considering applications, the Office of Admissions reviews the prospective student's complete Application for Admission, Pastoral Reference, personal testimony, and official academic transcripts. If the prospective student meets the required criteria for acceptance, they are admitted into FTS until they complete their program or become inactive.

Applications should be received by the Admissions Office at least two weeks prior to the last day of registration (see Academic Calendar). Applications for a degree program will only be considered by the Office of Admissions when all documents have been received. Classes can be taken only by those who have completed the application process (degree or non-degree credit) and have been admitted into the Seminary. Applicant filed documents will be retained in the Office of Admissions for a period of three years after the Application for Admission was submitted. If the applicant's admission is not finalized within three years, all documentation will be destroyed.

## Admissions Process

1. Apply for admission by using the Application for Admission form available at FTS or online at [FTS.edu/admissions](https://fts.edu/admissions).
2. Submit a personal testimony that includes evidence of Christian faith in Jesus Christ and aspiration for Christian service.
3. A Pastoral Reference Form must be completed by the applicant's pastor and sent to FTS.
4. Request that Official Transcript(s) from previous academic institutions be sent to the FTS Office of Admissions.
5. Submit the Application Fee of \$50 (non-refundable) to the FTS Business Office. No application will be processed without this fee.

After all of the documents listed have been compiled, submission can be completed through the FTS Office of Admissions.



## **International Admissions**

Faith Theological Seminary is authorized under federal law to enroll non-immigrant students. Any applicant desiring international admission should allow three to six months to complete their application process.

International students in need of F-1 status must reach final acceptance by completing the initial admissions process and submit the following documentation:

- Completed International Student Application for Admission (paper or web-based)
- Affidavit of Financial Support
- Verification of funds from student and/or sponsor
- Copy of valid passport
- Copy of student visa (if applicable)
- Copy of I-94 (if applicable)
- Official TOEFL scores
- Pay the Application Fee and the I-20 Processing Fee

Send the following documents to the Designated School Official at Faith Theological Seminary, 529 Walker Avenue, Baltimore, Maryland 21212, USA.

Additional Information - F1 applicants currently residing in the US and not planning to depart the country before beginning a degree program at Faith Theological Seminary must complete the Transfer In Form for F-1 Students.

International applicants whose native language is not English, or who have not received a bachelor's degree or its equivalent in an English-medium program, must send official results of the Test of English as a Foreign Language (TOEFL) to the Office of Admissions. The minimum required score is 550 on the written test and 80 on the Internet based test. For information concerning the TOEFL, applicants may contact the US embassy in their country, or write: Educational Testing Service, Princeton, NJ 08540, USA. Faith Theological Seminary's TOEFL code is 7961.

According to the Student and Exchange Visitor Program (SEVP), F-1 students must maintain the following requirements:

- Be enrolled full-time according to their program of study
- Attend courses registered for regularly
- Pass courses registered for
- Pay tuition and fees



## **Program Requirements**

Each degree program requires a prerequisite: a high school diploma or GED is necessary to apply for a Bachelor degree; a Bachelor degree is necessary to apply for a Master degree; a Master of Divinity degree, or its equivalent, is necessary to apply for Doctoral degrees.

Applicants must be able to employ a sufficient level of computer literacy for theological research and writing. Computer and printer access or ownership is required.

### **Certificate of Biblical Studies (CBS)**

In order to be admitted into the Certificate of Biblical Studies, a student should have obtained a high school diploma or GED. Students who wish to enter with a GPA of less than 2.0 may enter under Academic Probation maintaining a minimum 2.0 GPA taking at least 12 credits per semester. Upon successful completion for one semester, a student will be removed from Academic Probation.

### **Bachelor of Arts in Religion (B.A.R.)**

Applicants desiring entrance into the Bachelor of Arts in Religion program must have completed the requirements for a GED or high school diploma with a GPA of 2.0 (on a 4.0 scale). Students who wish to enter with a GPA of less than 2.0 may enter under Academic Probation maintaining a minimum 2.5 GPA taking at least twelve credits per semester. Upon successful completion for one semester, a student will be removed from Academic Probation.

### **Master of Divinity (M.Div.)**

Applicants desiring entrance into the Master of Divinity program must have obtained a bachelor's degree with a cumulative GPA of 2.5 (on a 4.0 scale). Students who wish to enter with a GPA of less than 2.5 may enter under Academic Probation maintaining a minimum 2.5 GPA taking at least nine credits per semester. Upon successful completion for one semester, a student will be removed from Academic Probation.

### **Doctor of Ministry (D.Min.)**

Applicants for the Doctor of Ministry degree must hold a Master of Divinity degree or its academic equivalency maintaining a 3.0 GPA (on a 4.0 scale). Credits taken toward M.Div. equivalence must cover the breadth of a M.Div. curriculum consistent with the FTS curriculum and commitment to Scripture. All applicants must have satisfactorily passed Biblical Hebrew 1-2 and Biblical Greek 1-2 (or equivalents).

## **Doctor of Theology (Th.D.)**

The Th.D. program admits students who show evidence that they are of proven Christian character, endowed with appropriate spiritual gifts, and adhere to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ. In addition, the following requirements apply to Th.D. applicants.

Applicants must hold the Master of Divinity (M.Div.) degree or its equivalent have an academic record that demonstrates scholarship and research ability satisfactorily complete an interview on their Christian experience, scholarship, theology, achievement, and purpose. All applicants must have passed satisfactorily at least Hebrew 1 & 2 and Greek 1 & 2 (or equivalents), as well as passed the “Biblical Language Competency” exam. Reading knowledge (and proof thereof) of two research languages (French, German, or Latin) is also required to enter the Th.D. program. Ideally, such language preparation is best when oriented towards the Dissertation subject and its research needs.

## **Non-Matriculated Students**

Non-Matriculated Student status may be granted to those who have completed the admission process, but do not desire to enter a degree program at the time of application. Such students may attend courses for credit for personal enrichment, learning and upgrading job skills, and fulfilling degree requirements for another institution. If one desires to matriculate into a degree program, it is recommended that the student speak with the Director of Admissions for formal acceptance.

A non-matriculated student is subject to all current institutional policies, including but not limited to financial, academic, and behavioral requirements.

## **Audit Students**

Audit Students do not receive academic credit. Auditors may attend class lectures, but are not typically permitted to participate in class discussions, ask questions, or submit assignments for grading, except under special circumstances and at the Professor’s discretion. Unless the Professor stipulates that Audit Student participation is allowed in their class, it is understood that the restriction for Audit Students on class discussions, questions, or assignments will prevail.

A student requesting Audit Student status must submit an Application for Admission along with a copy of valid photo ID. The Application does not require references or transcripts. An Audit Student may attend any course for which he or she is registered as an auditor, upon the payment of the audit fee for each course.

## **Readmission Policy**

Students who have officially withdrawn or have otherwise become inactive from Faith Theological Seminary for one year may return to classes without penalty. After the one year period, a Reinstatement Fee of \$25 will be charged. To re-enter after an absence of three years, the student must reapply for admission into a program of study.

Students who have officially transferred to another academic institution must reapply for admission into a program of study.

## **Transfer of Credit**

### **Transfer Credit from Accredited Schools**

Credits earned at other schools may be applied to a student's degree program at Faith Theological Seminary subject to certain conditions: the credits must be of a comparable level and reflect a transcript grade of "C-" or better, in a subject appropriate to the student's degree program and should have been awarded by an accredited school. Other restrictions may also apply.

Transfer of credit is not automatic. Official transcripts will be evaluated by the Admissions Committee for course equivalence upon student request. Life experience, remedial courses, workshops, and seminars are not transferrable.

Transfer allowances from accredited institutions for each program:

- Bachelor of Arts in Religion: 39 total credits
- Master of Divinity: 30 total credits
- Doctor of Ministry: 9 total credits
- Doctor of Theology: 12 total credits

### **Transfer Credit from Non-accredited Schools**

FTS will accept credit from non-accredited institutions as determined by the Admissions Committee, whose determination is based on the equivalency of class hours and course work. The maximum allowances are based on allowances from accredited schools.

Transfer allowances from non-accredited institutions for each program:

- Bachelor of Arts in Religion: 30 total credits
- Master of Divinity: 20 total credits
- Doctor of Ministry: 6 total credits
- Doctor of Theology: 9 total credits

## Withdrawal from the Institution

If a student withdraws from FTS, the student must notify the Office of the Registrar in writing and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied. Failure to make official withdrawal may disqualify the student from reactivation at a later time and release of official documents.

