MASTER’S DEGREE PROGRAMS

APPLICATION CHECKLIST

Thank you for your interest in Palmer Theological Seminary of Eastern University. The goal of this checklist is to make it as clear as possible for you to apply to Palmer. Please note that all materials related to the application process can be mailed, emailed or faxed to the Admissions Office. All forms needed to apply may be downloaded from our website: www.palmerseminary.edu.

APPLICATION

Complete an application to Palmer Seminary either via on-line or hard copy.

PERSONAL STATEMENT

Complete the Personal Statement according to the 8 guidelines listed. Remember, it must be 4 to 8 typewritten pages and all of the guidelines must be addressed.

TRANSCRIPTS

Please arrange to have sent to the Admissions Office an official transcript from every college, university and seminary at which you studied. These documents should be sent directly from the respective institution(s), unless a sealed copy is already in your possession.

REFERENCES

Please have two completed reference forms sent to the Seminary. They cannot be from a relative. One reference must come from your recent pastor, pastor figure or ministry mentor. The second may come from any Christian leader, colleague or friend who has some familiarity with your values, abilities and goals. The form is available on-line and is self-explanatory. Simply provide a copy of the form to those you choose to complete a reference on your behalf.

LETTER OF GOOD STANDING

This applies only to those who have attended another seminary within the last five years, but have not completed its academic program. Please request a Letter of Good Standing from that institution’s Registrar or Academic Dean indicating that you are or were a student in good standing.

TOEFL TEST

Applicants whose primary spoken language and/or language of instruction have not been English – whether or not they have a resident visa or are US citizens – are required to take the Test of English as a Foreign Language (TOEFL). A minimum score of 550 paper-based or 79 internet-based is required to meet the standards for admission.
NOTE: If it is determined – whether during the admissions process, or after commencing study – that difficulty with English will interfere with academic work, the Seminary may require the successful completion of an English language program.

The Admissions Office also reserves the right to require the following:

- An academic writing sample
- A third reference (academic, professional, or ecclesiastical)
- An interview with the Admissions Committee

Please note: You are encouraged to visit our campus as often as you’d like, as we cherish the opportunities we have to meet and spend time with prospective and incoming students. Finally, upon evaluation of your completed file, the Admissions Committee will notify you in writing of its decision.