

# Application Procedures

## 1. Application Form

Submit your completed application, with question 23 submitted on a separate typed page. Include the \$25 application fee (non-refundable).

## 2. Deadlines

To ensure adequate time for processing your application—and adequate time for you to find housing, etc.—all of your application components must be received by the Registrar one week before beginning first class

Requests for late application will be reviewed on an individual basis. Applications are accepted no earlier than one year prior to the date you expect to enter.

## 3. Transcripts

Contact each college, university or seminary you have attended to find out the procedures and fees for requesting a transcript. For many institutions, this information can be found on their web sites. Transcripts are required from *all* schools attended after high school and should be sent from the institutions *directly* to the Registrar. You may use the Transcript Request Forms in this booklet if you wish, filling out completely before mailing, and making copies as needed.

## 4. Graduate Record Exam or Miller Analogy Exam

If you do not have an undergraduate degree or the equivalent, take the Graduate Record Exam or the Miller Analogy Exam and arrange for a copy of the results to be sent *directly* to the Registrar. (The Admissions Committee may require you to submit results from one of these exams even if you do have an undergraduate degree.)

## 5. References

Please see that the enclosed reference forms are submitted to your pastor, a professor or teacher, and one personal reference. Each of these individuals should mail the completed form *directly* to the Registrar.

## 6. Other Requirements

Admission may be granted to your program of study on the basis of the credentials stated above, or the Admissions Committee may contact you for one or more of the following:

- A personal interview
- An entrance exam in any subject which the Committee deems basic to seminary study
- The Graduate Records Exam

## 7. Notification of Admission

After your application and other required materials are received, the Admissions Committee will review your file and you will be notified by mail of the decision. If your application cannot be processed because New Geneva has not received one or more of your required references or official transcripts, you will be notified.

# Statement of Faith

All students applying for a degree program at New Geneva are required to be in agreement with the Seminary's Statement of Faith, a broad, evangelical declaration of concepts vital to the gospel. Your signature on the "Application for Admission" confirms your concurrence with these essential truths.

1. The Bible is the Word of God, the only infallible and inerrant rule of faith and practice.
2. There is one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit.
3. Our Lord Jesus Christ is God and man in one person. He was born of a virgin, lived a sinless life, performed miracles, and vicariously atoned for sin through His shed blood and death. He was bodily resurrected from the dead. He ascended to the right hand of God the Father and will personally return in power and glory.
4. Regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man.
5. God justifies the sinner on the basis of Christ's righteousness alone, which is imputed to him by grace alone and received by faith alone.
6. Eternal life is received by faith; that is, trusting in Jesus Christ alone for salvation.
7. The Holy Spirit indwells all true believers and enables them to live godly lives.
8. Both the saved and the lost will be resurrected from the dead; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
9. There is spiritual unity of all true believers in our Lord Jesus Christ.

# Application for Admission

1. Name:  Mr. \_\_\_\_\_ ( \_\_\_\_\_ )  
 Mrs. \_\_\_\_\_ Last First Middle Preferred Name/Nickname  
 Ms. \_\_\_\_\_

2. Address: \_\_\_\_\_  
Street City State Zip Code

3. Telephone: H: ( \_\_\_\_ ) \_\_\_\_\_ W:( \_\_\_\_ ) \_\_\_\_\_ Cell:( \_\_\_\_ ) \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. Sex:  Male  Female

6. Are you a U.S. citizen?  Yes  No

If you answered no, please indicate the country in which you hold citizenship: \_\_\_\_\_

If you are not a U.S. citizen, for admission to New Geneva you must have been granted permanent resident status, or been granted status as an asylee or refugee by the United States Citizenship and Immigration Services (USCIS). You will need to submit documentation supporting your assignment of this status.

7. Social Security number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

8. Current marital status:  Single  Married

If divorced or separated, now or previously, please explain on a separate page with your application.

## Enrollment Information and Educational Background

9. Please indicate the program for which you are applying:

- Master of Divinity
- Master Of Arts in Christian Ministry
- Certificate in Biblical Studies

10. Entering date desired:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

11. List below *all schools* attended after high school and request transcripts from each institution, to be sent directly to the Registrar. (Attach an additional sheet, if necessary.)

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

12. If you intend to apply for VA education benefits for veterans and eligible people in Colorado, in addition to the action required in par. 11 above, submit a statement of other previous education and training with a summary of content.

## Church Affiliation

13. Church membership: \_\_\_\_\_

14. Denomination Affiliation (please be specific): \_\_\_\_\_







New Geneva Theological Seminary  
3622 Galley Road  
Colorado Springs, CO 80909  
719-573-5395

# Pastor's Reference

**To the Applicant:**

Print your name and address below, and submit to your pastor along with a stamped envelope addressed to New Geneva Seminary, Attention: Registrar

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_  
Street City State Zip Code

**To the Reference:**

This reference will be kept in strictest confidence and will be destroyed when no longer needed. Please mail directly to the Registrar.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: Home ( \_\_\_\_ ) \_\_\_\_\_ Work: ( \_\_\_\_ ) \_\_\_\_\_

1. How long and how well have you known the applicant? \_\_\_\_\_ years  
 Very well       Fairly Well       Casually

2. Are you related to the applicant?     Yes     No  
If yes, what relation? \_\_\_\_\_

3. What contribution to the life and the work of the church has been made by the applicant?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you know of any reasons why the applicant would be hindered in pursuit of a theological degree?  
In what areas do you believe the applicant may need help as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. In what areas do you believe the applicant will excel as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using the scale below, give us your evaluation of the applicant in the areas listed. Circle the appropriate response.

	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
<b>Christian character</b>	1	2	3	4	5
<b>Commitment to Christ</b>	1	2	3	4	5
<b>Communication skills</b>	1	2	3	4	5
<b>Relationships with peers</b>	1	2	3	4	5
<b>Dependability</b>	1	2	3	4	5
<b>Emotional stability</b>	1	2	3	4	5
<b>Initiative</b>	1	2	3	4	5
<b>Willingness to learn</b>	1	2	3	4	5
<b>Marital/family relationships</b>	1	2	3	4	5
<b>Integrity</b>	1	2	3	4	5
<b>Overall evaluation of candidate's suitability for graduate level theological study</b>	1	2	3	4	5

Use the space below or a separate page for any comments that might be helpful in our assessment of the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Geneva Theological Seminary  
3622 Galley Road  
Colorado Springs, CO 80909  
719-573-5395

# Professor's Reference

**To the Applicant:**

Print your name and address below, and submit to a professor or other academic reference along with a stamped envelope addressed to New Geneva Seminary, Attention: Registrar

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

**To the Reference:**

This reference will be kept in strictest confidence and will be destroyed when no longer needed. Please mail directly to the Registrar.

Name: \_\_\_\_\_

Educational Institution/ Church: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Telephone: Home ( \_\_\_\_ ) \_\_\_\_\_ Work: ( \_\_\_\_ ) \_\_\_\_\_

1. How long and how well have you known the applicant? \_\_\_\_\_ years  
 Very well       Fairly Well       Casually

2. Are you related to the applicant?     Yes     No  
If yes, what relation? \_\_\_\_\_

3. What contribution to the life and the work of the church has been made by the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you know of any reasons why the applicant would be hindered in pursuit of a theological degree?  
In what areas do you believe the applicant may need help as a student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. In what areas do you believe the applicant will excel as a student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using the scale below, give us your evaluation of the applicant in the areas listed. Circle the appropriate response.

	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
<b>Christian character</b>	1	2	3	4	5
<b>Commitment to Christ</b>	1	2	3	4	5
<b>Communication skills</b>	1	2	3	4	5
<b>Relationships with peers</b>	1	2	3	4	5
<b>Dependability</b>	1	2	3	4	5
<b>Emotional stability</b>	1	2	3	4	5
<b>Initiative</b>	1	2	3	4	5
<b>Willingness to learn</b>	1	2	3	4	5
<b>Marital/family relationships</b>	1	2	3	4	5
<b>Integrity</b>	1	2	3	4	5
<b>Overall evaluation of candidate's suitability for graduate level theological study</b>	1	2	3	4	5

Use the space below or a separate page for any comments that might be helpful in our assessment of the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Geneva Theological Seminary  
3622 Galley Road  
Colorado Springs, CO 80909  
719-573-5395

# General Reference

**To the Applicant:**

Print your name and address below, and submit to an individual who is familiar with you and your ministry along with a stamped envelope addressed to New Geneva Seminary, Attention: Registrar

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_  
Street City State Zip Code

**To the Reference:**

This reference will be kept in strictest confidence and will be destroyed when no longer needed. Please mail directly to the Registrar.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

1. How long and how well have you known the applicant? \_\_\_\_\_ years  
 Very well       Fairly Well       Casually

2. Are you related to the applicant?     Yes     No  
If yes, what relation? \_\_\_\_\_

3. What particular association have you had with the applicant?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you know of any reasons why the applicant would be hindered in pursuit of a theological degree?  
In what areas do you believe the applicant may need help as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you perceive as the applicant's potential for success in the pursuit of a theological degree?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using the scale below, give us your evaluation of the applicant in the areas listed. Circle the appropriate response.

	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
<b>Christian character</b>	1	2	3	4	5
<b>Commitment to Christ</b>	1	2	3	4	5
<b>Communication skills</b>	1	2	3	4	5
<b>Relationships with peers</b>	1	2	3	4	5
<b>Dependability</b>	1	2	3	4	5
<b>Emotional stability</b>	1	2	3	4	5
<b>Initiative</b>	1	2	3	4	5
<b>Willingness to learn</b>	1	2	3	4	5
<b>Marital/family relationships</b>	1	2	3	4	5
<b>Integrity</b>	1	2	3	4	5
<b>Overall evaluation of candidate's suitability for graduate level theological study</b>	1	2	3	4	5

Use the space below or a separate page for any comments that might be helpful in our assessment of the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Financial Aid Resources

As you prepare your budget for the academic year, you may want to consider the following resources that may assist you with your financial needs.

## 1. New Geneva Financial Aid

Students who need financial assistance are encouraged to apply for New Geneva scholarships by completing the attached Financial Aid Application. *New Geneva Scholarships apply toward tuition only*; financial aid may require a student to work on campus a minimal number of hours each week.

You may return your financial aid application to the Registrar along with your application, or submit it to the Business Administrator immediately upon receipt of your admissions acceptance letter. New Geneva awards scholarships based on the student's need and the Seminary's availability of scholarship funds. Financial Aid Applications are reviewed after the applicant is accepted into a degree program.

*You must fill out a new Financial Aid Application each academic year.*

## 2. Other Scholarships and Awards

Many denominations offer scholarships for graduate studies; contact your national headquarters.

## 3. Church Support

Many of our students have found significant support from their home churches, through organized funds or from individuals within the church. We encourage you to speak with your pastor regarding the possibility of your home church assisting you with your education expenses. Talk to your missions pastor about writing support letters and obtaining support as a missionary. Share your need with others, such as friends in your accountability group, Bible study, or home fellowship, and ask them to keep your needs in prayer. If you are serving or desire to serve in a church or ministry while in seminary, you may be able to receive tax deductible gifts from individuals to assist you. Contact the Business Administrator for more information.

## 4. Job Opportunities

The Seminary strives to serve the working student. With all Master's courses offered in the evenings, most students have full- or part-time employment. If you are looking for employment, check with the Business Administrator for possible assistance.

## 5. Payment Arrangements

The Business Office will work with you if you cannot pay tuition in full at the beginning of the term. You must be able to pay 25% of your tuition prior to the first class, and then you may make a maximum of three monthly installments. A deferred payment fee of \$10 per term will be charged to students who pay by installments, and 1% per month will be charged on the outstanding balance. Installment payments must be arranged in advance through the Business Office. All textbooks and materials are to be paid for at the time of receipt.

New Geneva Theological Seminary  
3622 Galley Road  
Colorado Springs, CO 80909  
719-573-5395

## Financial Aid Application

1. Name:  Mr. \_\_\_\_\_ (\_\_\_\_\_)   
  Mrs. \_\_\_\_\_   
  Ms. Last First Middle Preferred Name/Nickname
2. Address: \_\_\_\_\_   
 Street City State Zip Code
3. Telephone: H:(\_\_\_\_) \_\_\_\_\_ W:(\_\_\_\_) \_\_\_\_\_
4. Date of birth: \_\_\_\_\_   
 Month/Day/Year
5. Current marital status:  Single  Married  Separated  Divorced  Widowed
6. Number of children and ages: \_\_\_\_\_

Please indicate the degree program into which you have applied or been accepted:

- Master of Divinity
- Master of Arts in Christian Ministry
- Certificate in Biblical Studies
8. Expected date of enrollment:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_
9. Expected enrollment status:  Part-time  Full-time Hours per semester: \_\_\_\_\_
10. Dates for which you are requesting aid:
- Entire academic year, beginning in the Fall of \_\_\_\_\_ and ending in the Spring of \_\_\_\_\_.
- Fall semester only of \_\_\_\_\_ (year)
- Spring semester only of \_\_\_\_\_ (year)
- Summer semester only of \_\_\_\_\_ (year)
- Winter inter-term only of \_\_\_\_\_ (year)
11. Monthly Budget Worksheet

Title: ..... \$ \_\_\_\_\_

Tuition: ..... \$ \_\_\_\_\_

Books: ..... \$ \_\_\_\_\_

Rent/Mortgage: ..... \$ \_\_\_\_\_

Food: ..... \$ \_\_\_\_\_

Utilities: ..... \$ \_\_\_\_\_

Household/Clothing: .....\$ \_\_\_\_\_

Insurance (health, car, life): .....\$ \_\_\_\_\_

Auto Payment: .....\$ \_\_\_\_\_

Auto Expenses (fuel, repairs, etc.): .....\$ \_\_\_\_\_

Medical Bills: .....\$ \_\_\_\_\_

Savings: .....\$ \_\_\_\_\_

Outstanding debt reduction (list):

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

Other (list):

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

**Total Monthly Expenses** \$ \_\_\_\_\_ per month

12. \*Anticipated *monthly* income during the academic year:

a. Aid from parents	\$ _____	e. Loans	\$ _____
b. Aid from spouse's parents	\$ _____	f. Aid from churches	\$ _____
c. Student's salary	\$ _____	g. Aid from friends	\$ _____
d. Spouse's salary	\$ _____	h. Other	\$ _____

**Total Monthly Income** \$ \_\_\_\_\_ per month

*\*New Geneva Financial Aid is applied toward tuition costs only.*

13. Other resources:

a. Cash and savings	\$ _____	e. Business/farm value	\$ _____
b. Checking account	\$ _____	f. Stocks, bonds, and CDs	\$ _____
c. Home equity	\$ _____	g. Trust funds	\$ _____
d. Other real estate	\$ _____	h. IRA/Keogh or pension	\$ _____

14. Present indebtedness (other than mortgage)

a. Education loans	\$ _____	c. Car loans	\$ _____
b. Credit cards	\$ _____	d. Other	\$ _____

15. **Total Monthly Expenses:** \$ \_\_\_\_\_ per month  
*(Refer to "Total \$" on Question 11)*

**Total Monthly Income:** \$ \_\_\_\_\_ per month  
*(Refer to "Total \$" on Question 12)*

**Monthly Need:** \$ \_\_\_\_\_ per month  
*(Expenses minus Income)*

16. How many hours each week do you expect to be working off-campus? \_\_\_\_\_

*I certify that the information on this form is true, correct, and complete. I understand that any misrepresentation may be cause for refusing or revoking admission.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_