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## APPLICATION PROCEDURES MASTER OF DIVINITY PROGRAM – DISTANCE LEARNING

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Thank you for your interest in Western Theological Seminary as a place to become equipped for ministry leadership. We want to assist you with your application and affirm your vision for ministry in our community of men and women committed to Christ and the Church.

- Step One:**       **Select Program of interest.** If, after reviewing the enclosed materials, a different program is desired, please contact the Admissions Office to request a different application package. Please note undergraduate requirements listed on page 9 of the 2007-2009 catalog.
- Step Two:**       **The Application Form:** Applicants must complete the entire application form and submit to the Admissions Office with the following:
- ✓ \$50.00 (US) non-refundable application fee payable to Western Theological Seminary
  - ✓ Recent photograph
  - ✓ Spiritual Autobiography
  - ✓ Statement of current church membership
  - ✓ Remember to sign your application. Your application is not valid without your signature.
- Step Three:**     **Recent Photo** - Any recent photograph. We appreciate having a photo of our potential students. It helps personalize our contact with you.  
**Spiritual Autobiography** - In two to five pages, write a brief spiritual autobiography. This should contain information about your family of origin, early childhood, adolescence, and adult experiences and relationships that have impacted your spiritual formation, current theological and doctrinal views. This is an integral part of the application and is evaluated with great care by the admissions committee.  
**Statement of Church Membership** - A brief letter on church letterhead stating that you are a member in good standing with this body of believers. This letter should be signed by your pastor, council clerk or secretary.
- Step Four:**       **Recommendations** – Submit four references from people who know you well and can attest to your abilities in various situations. See page 4 of the application for further instructions. Recommenders should mail the forms directly to Western Theological Seminary and not return them to the applicant.
- Step Five:**       **Official Transcripts:** Applicants must request official transcripts of all course work taken at all colleges, universities, seminaries and/or professional schools.
- Step Six:**       **After you apply** – The Admissions Department at Western Theological Seminary will maintain your file until all documents and fees have been received. We will provide frequent updates via e-mail or regular mail as to the status of your file. You may call or e-mail at any time to ask about your file.

Once all documents have been received, the Admissions Office will forward your file to the Office of the Registrar for transcript analysis and review for completeness. The registrar then makes an initial evaluation of your program of study, including any courses that may be necessary to complete the prerequisites. The registrar then forwards your file to the admissions committee which meets to make final determination of admission. You will receive a letter regarding the committee's decision shortly after their meeting.

Should you receive admittance to the Western Theological Seminary, the office of the registrar/academic dean will contact you regarding matters of enrollment.

**Phone Numbers:**       Toll Free (in U.S. or Canada) 800.392.8554  
Fax: 616.392.7717  
Admissions Office: 616.392.8555 ext. 135

**E-Mail:** [@westernsem.edu](mailto:@westernsem.edu)  
**Web:** [westernsem.edu](http://westernsem.edu)