Where
Christian Tradition
Meets the
African American
Experience
Interdenominational Theological Center

Mission Statement

The Interdenominational Theological Center (ITC) is a consortium of denominational seminaries whose mission is to educate Christian leaders for ministry and service in the Church and the global community. The ITC educates and nurtures women and men who commit to and practice a liberating and transforming spirituality; academic discipline; religious, gender, and cultural diversity; and justice and peace.

Adopted by the Board of Trustees, October 2003
Dear Applicant,

Thank you for your interest in attending the Interdenominational Theological Center (ITC). The following pages include: admission instructions, admission application, letter of recommendation form, denominational endorsement form, and the college record/transcript form.

Feel free to make additional copies of the request for college record if you have attended more than one college/university. Also, note the autobiographical essay should be completed on your own paper.

You may view the catalog and course offerings on our website: [www.itc.edu](http://www.itc.edu). Please take the time to carefully review the application materials in this packet. Make sure you complete and submit all required documents by the deadline.

If you have any questions regarding the application process, please contact our office at 404.527.7792.

Best wishes!

ITC Office of Admission and Recruitment

700 Martin Luther King, Jr., Drive, SW

Atlanta, GA 30314

404.527.7792

[www.itc.edu](http://www.itc.edu)
GENERAL INSTRUCTIONS FOR ALL APPLICANTS

APPLICATION (Fees and Deadline)
Complete the application form. Make a copy for yourself and forward the original form to the Office of Admission. Please include the $50.00 non-refundable application fee. In addition, all accepted students are required to make a non-refundable $150 tuition deposit before registration.

AUTOBIOGRAPHICAL ESSAY
You are required to write an autobiographical essay as part of the admission process which will become the property of the ITC. Please note that this portion of your application is extremely important. We urge you to take care in the preparation of this essay. The Committee reviewing your application will be assisted in its decision by a brief and well-written essay from you. Your essay must be typed and double-spaced, should not exceed four (4) pages, and should include responses to all of the following:

Give a brief but reasonably full account of your life up to the present time. Tell of your own growth and development. Include relationships to family and other significant persons. Describe major experiences that have affected your life and your view of God and the world. Describe your religious background. If you have decided on Christian ministry, what was the process involved in your choice? What was the process involved in your decision to study at the ITC? If you have not decided on Christian ministry, what was the process involved in your decision to study at the ITC? What are your plans beyond seminary?

RECOMMENDATIONS
Your three references should be completed on the recommendation forms provided. If you send the recommendation form with your application, it must be in a sealed envelope with the signature of the person recommending you on the seal flap. Recommendations should be completed by three different persons, preferably a current or former employer, a minister or church official, and a former professor.

DENOMINATIONAL ENDORSEMENT
The denominational endorsement form is very important. Check with your pastor/church leader to ascertain the appropriate church official to complete this form. (Note: The denominational endorsement and ministerial recommendation must come from two different persons.) See instructions on endorsement form for appropriate signature per denomination.

TRANSCRIPT REQUEST
A request for transcript(s) should be forwarded to each college or university where you received credits. If you have attended more than one college or university, feel free to make copies of the transcript request form. The transcript(s) should be sent directly to the Office of Admission and should bear an official seal.

FINANCIAL AID
Scholarships are available through the ITC’s constituent denominations. Federal funds are available through the ITC Financial Aid Office. Interested students should contact their denominational president/dean concerning denominational aid and submit completed applications to the ITC’s Financial Aid Office no later than three months prior to enrollment. For the ITC’s financial aid application please contact the Office of Financial Aid at (404) 527-7724.

Applicants for financial aid must complete two financial aid applications. Each applicant must complete The ITC’s financial aid application each year and submit it to the institution’s Financial Aid Office. In addition, each applicant must complete the Free Application for Federal Student Aid (FAFSA) each year and mail it directly to the Federal Student Aid Programs, according to instructions included with the form. You can apply via the Internet at www.fafsa.ed.gov. This is more efficient. If you applied last year for federal aid, you should have a PIN; if not, please request one prior to making application via the Internet. Note: ITC’s FAFSA code is G01568.

TRANSFER APPLICANTS
Have a letter of good standing sent to the Office of Admission from the seminary you attended, along with syllabi of courses completed.

AUDIT/SPECIAL ENRICHMENT CANDIDATES
You do not need to submit the autobiographical essay, the three letters of recommendation, or the denominational endorsement.

INTERNATIONAL STUDENTS ONLY
Please complete the enclosed Summary of Education Record and Financial Certification Form. The Financial Certification Form must be accompanied by the appropriate documents indicating amount of support. If your native language is not English, you are required to take the Test of English as a Foreign Language and Test of Written English (TOEFL) as administered by the Educational Testing Service (ETS) of Princeton, New Jersey. ETS can be contacted at (609) 921-9000 and/or etsinfo@ets.org. Their Internet address is www.ets.org and/or www.toefl.org.
APPLICATION FOR ADMISSION

Please check the program/status for which you are applying:

**Degree Programs**
- Master of Divinity (M. Div.)
- Master of Arts in Christian Education (MACE)
- Masters of Arts in Church Music (MACM)

**Dual Degree Programs**
- M. Div. and MACE
- M. Div. and MACM
- MACE and MACM

**Type of Admission**
- Regular (Full/Part time)
- Transfer (Other seminary)
- Enrichment/Audit

Please check the semester for which you are applying:  
- Fall 20___  
- Spring 20___

Do you plan to enroll:  
- Full-time (12 or more credit hours per semester)  
- Part-time (fewer than 12 credit hours per semester)

Please check and list site if you are applying to take courses via distance learning:  
_______________________________ City

(Note: International students who will enter the United States on an F-1 Student Visa must enroll in full-time studies.)

YOUR NAME

Name: __________________________________________________________________________________________________

Last (Family name)   First (Given name)   Middle   Suffix

Other names which appear on your records _____________________________________________________________________

Preferred name or nickname ________________________________________________________________________________

CURRENT ADDRESS (Use until ____________)

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Apartment Number</th>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
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<td>Zip/Postal Code</td>
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<th>County</th>
<th>Email Address</th>
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<td>Home Number</td>
<td>Work Number</td>
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<td>Cell Number</td>
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PERMANENT ADDRESS (If different from current address)

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<td>Zip/Postal Code</td>
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<td>Home Number</td>
<td>Work Number</td>
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<tr>
<td>Cell Number</td>
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What is your hometown?    City _______________________________  State ________________________

IN CASE OF EMERGENCY

Contact Person ____________________________________   Relationship: ______________________

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<th>Home Number</th>
<th>Work Number</th>
<th>Cell Number</th>
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Web Application
ACADEMIC BACKGROUND

List all the universities and colleges you have previously attended. Begin with the most recent/current.

<table>
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<tr>
<th>Institution</th>
<th>Location</th>
<th>Dates</th>
<th>Degree</th>
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(If additional space is needed, please attach a separate sheet.)

PERSONAL DATA

Date of Birth / / Year  Birthplace City & State or Country

Are you a US Citizen?  Yes  No

If you are not a citizen of the United States, list visa type

TOEFL (International applicants whose native language is not English)

Please request that ETS send official test results directly to ITC.

Date Taken:  Score:

ALL APPLICANTS

Do you plan to live on campus?  Yes  No

Are you capable of performing all functions of a student, or do you have any limitations that would require special accommodations? Explain.

____________________________________________________________________________
____________________________________________________________________________

Have you applied to ITC before?  Yes  No  If yes, when? For what program?

Status of previous application:  Admitted  Not Admitted  No Decision

ADDITIONAL INFORMATION (This information is used only for statistical reporting and not for admission decisions.)

Gender:  Female  Male

U.S. citizens and permanent residents only

☐ Black/African American  ☐ White
☐ American Indian or Alaskan Native  ☐ Asian or Pacific American
☐ Hispanic/Latin American  ☐ Other: _________________________________

Marital Status (optional)

☐ Single  ☐ Married
☐ Separated  ☐ Divorced
☐ Widowed

List relatives who have attended the ITC:

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Seminary</th>
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MILITARY SERVICE
Experience in Armed Forces: Branch _______________________________ Dates __________________________________

Have you applied for veteran educational benefits? □ Yes □ No
Veteran’s benefit for education remaining (number of months): ______________________________

CONDUCT
Have you ever been expelled or suspended from any school for disciplinary reasons? □ Yes □ No (If yes, please explain. This does not automatically disqualify you for admission.)
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Have you ever been convicted of any criminal offense other than a minor traffic violation? □ Yes □ No (If yes, please explain the conviction. A conviction does not automatically disqualify you for admission.)
________________________________________________________________________________________________________
________________________________________________________________________________________________________

CHURCH AFFILIATION
Full name of denomination: _________________________________________________________________________________

Present local church ______________________________________ Location: City ___________________ State _________

Number of years active in this church ________________________ in ministry __________________________

Status in your denomination: □ Ordained □ Layperson
□ Licensed on __________________________ □ Ordained on __________________________
          Date                          Date

RECOMMENDATIONS
You are required to have three letters of recommendation for the admission process. Please list those whom you expect to write these recommendations.

Professional (or Character) ________________________________________________

Ministerial (or Church) ________________________________________________

Educational ________________________________________________

WORK EXPERIENCE
List any work experiences. Please list the most recent ones first.

<table>
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<tr>
<th>Organization</th>
<th>City/State</th>
<th>Position</th>
<th>Dates Employed</th>
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</table>

Attach additional pages if more space is needed.

List your accomplishments, i.e., leadership positions, academic honors, prizes, scholarships or fellowships you have received, honor societies in which you have been inducted, special skills, etc.
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Web Application
SIGNATURE

I certify that the foregoing information is correct to the best of my knowledge. I understand that withholding information or giving false information constitutes *prima facie* for denial of admission.

_________________________________________  ___________________
SIGNATURE OF APPLICANT     DATE

Return to: Office of Admission and Recruitment
Interdenominational Theological Center
700 Martin Luther King Jr. Drive, SW
Atlanta, GA  30314-4143
Phone 404.527.7792, Fax 404.527.0901

It is the policy of the Interdenominational Theological Center not to discriminate on the basis of race, color, national or ethnic origin, sex, or disability in its admission policies, educational programs, and activities.

For Office Use Only   Fee Received: Amt ____________   Date _______________   By ______________________

Web Application
Professional Recommendation

To be completed by the applicant

Name of Applicant __________________________________________________________

I am asking ________________________________________________________________ to write a letter of reference for me.

I am applying for the ________________________________________________________ degree program.

In accordance with provisions for the Federal Education and Privacy Act or 1974, enrolled students have the right to see their letters of recommendation unless they explicitly waive that right.

☐ I waive my right of access to this recommendation. ☐ I do not waive my right of access to this recommendation.

__________________________________________________________________________

How long and in what capacity have you known the applicant? _____________________

__________________________________________________________________________

We seek evaluation in the following areas:

1. The applicant’s commitment to Christ and the church, and sense of call and purpose
2. The applicant’s leadership ability, maturity, relational ability, and sense of self
3. The applicant’s intellectual enthusiasm, competence, and critical thinking
4. The applicant’s openness to a variety of perspectives

Please comment on as many of the above areas as possible. Refer to specific gifts and limitations rather than giving routine praise. Please attach your letter on your own stationery.

Signed ___________________________________________ Date __________________________

Name ___________________________________________ Position _______________________

Please type or print

If you would like to make additional comments beyond those you have provided, please feel free to call the Director of Admission and Recruitment at (404) 527-7792.

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Please return to the Office of Admission and Recruitment
Interdenominational Theological Center, 700 Martin Luther King Jr. Drive, SW, Atlanta, GA 30314-4143
Ministerial Recommendation
(Note: The denominational endorsement and ministerial recommendation must come from two different persons.)

To be completed by the applicant

Name of Applicant _________________________________________________________________

I am asking ____________________________ to write a letter of reference for me.

I am applying for the ____________________________ degree program.

In accordance with provisions for the Federal Education and Privacy Act of 1974, enrolled students have the right to see their letters of recommendation unless they explicitly waive that right.

☐ I waive my right of access to this recommendation.
☐ I do not waive my right of access to this recommendation.

Signatures: __________________________________________________  Date ________________  __________________________________________________  Date ________________

How long and in what capacity have you known the applicant? ____________________________________________________________

______________________________________________________________________________________________________________

We seek evaluation in the following areas:

1. The applicant’s commitment to Christ and the church, and sense of call and purpose
2. The applicant’s leadership ability, maturity, relational ability, and sense of self
3. The applicant’s intellectual enthusiasm, competence, and critical thinking
4. The applicant’s openness to a variety of perspectives

Please comment on as many of the above areas as possible. Refer to specific gifts and limitations rather than giving routine praise. Please attach your letter on your own stationery.

Signed __________________________________________________  Date __________________________

Name ________________________________________________ Position ____________________________

Please type or print

If you would like to make additional comments beyond those you have provided, please feel free to call the Director of Admission and Recruitment at (404) 527-7792.

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Please return to the Office of Admission and Recruitment
Interdenominational Theological Center, 700 Martin Luther King Jr. Drive, SW, Atlanta, GA 30314-4143
Educational Recommendation

To be completed by the applicant

Name of Applicant ____________________________________________________________

I am asking ________________________________________________________________ to write a letter of reference for me.

I am applying for the __________________________________________________________ degree program.

In accordance with provisions for the Federal Education and Privacy Act or 1974, enrolled students have the right to see their letters of recommendation unless they explicitly waive that right.

☐ I waive my right of access to this recommendation. ☐ I do not waive my right of access to this recommendation.

________________________________  ____________________________________________
Signature    Date    Signature    Date

How long and in what capacity have you known the applicant? _________________________________________________________________

_____________________________________________________________________________________________________________________

We seek evaluation in the following areas:

1. The applicant’s commitment to Christ and the church, and sense of call and purpose
2. The applicant’s leadership ability, maturity, relational ability, and sense of self
3. The applicant’s intellectual enthusiasm, competence, and critical thinking
4. The applicant’s openness to a variety of perspectives

Please comment on as many of the above areas as possible. Refer to specific gifts and limitations rather than giving routine praise. Please attach your letter on your own stationery.

_____________________________________________________________________________________________________________________

Signed __________________________________________________ Date __________________________

Name ________________________________________________ Position __________________________

If you would like to make additional comments beyond those you have provided, please feel free to call the Director of Admission and Recruitment at (404) 527-7792.

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Please return to the Office of Admission and Recruitment
Interdenominational Theological Center, 700 Martin Luther King Jr. Drive, SW, Atlanta, GA 30314-4143
DENOMINATIONAL ENDORSEMENT

This certifies that ________________________________________________________

Name of Applicant

of _____________________________________________________________,

Church Name

an applicant for admission to the Interdenominational Theological Center, is an

acceptable candidate for service in __________________________________________.

Denomination

His/Her enrollment in the Interdenominational Theological Center is hereby approved.

Remarks: ______________________________________________________________

_______________________________________________________________________

______________________________

Print Name

______________________________

Signature

______________________________

Official Position in the Denomination

AME………………...Bishop
Baptist………………...Moderator, President, Pastor
CME……………….Bishop
COGIC……………..Bishop
Presbyterian……….Bishop
UMC………………….District Superintendent
UCC…………………Conference Minister

Address ______________________________________________________________

________________________________________________________________________

City                                                State                                        Zip Code

Date __________________

__________________________________________________________

Please return to the Office of Admission and Recruitment
Interdenominational Theological Center, 700 Martin Luther King Jr. Drive, SW, Atlanta, GA 30314-4143
REQUEST FOR COLLEGE RECORD

(The applicant for admission to the Interdenominational Theological Center is asked to send this sheet to the Registrar of his/her college, completing Part I. Please note that a fee may be required for the transcript.)

I

Name: _________________________________________________________________

To the Registrar of ________________________________

School

In connection with my correspondence with the Interdenominational Theological Center, I request you to send a transcript of my college record and supply the information called for below, and mailed this form to:

Office of Admission and Recruitment
Interdenominational Theological Center
700 Martin Luther King Jr., Drive, SW
Atlanta, GA 30314-4143

II

REGISTRAR’S REPORT

1. The transcript of record for the student named above:
   _____ Is attached   _____ Will be sent
   _____ Will not be sent because ________________________________________

2. Student graduated _______________ with the ______________ degree
   Date
   or
   Expects to graduate _______________ with the ______________ degree
   Date

3. Cumulative Average ______________ Point System (3) _______ or (4) _______
   Hours earned: Semester _____________ Quarter ______________

Date ________________ Institution __________________________________________

Signed: _______________________________ Title: ____________________________
Application Reminders:

Have you …

- □ Read and filled out the five-page application
- □ Signed and sent the following to the appropriate people
  - □ Three Letters of Recommendation
  - □ Denominational Endorsement
  - □ Request for College Record
- □ Sent your autobiographical essay
- □ Mailed the $50 application fee
- □ Requested your official academic transcript from all work done at each college, university, and seminary in which you have studied for academic credit (Please send certified copies of your academic records with English translation where necessary.)
- □ Checked the deadlines?

Remember, we cannot evaluate your application until all items are completed!