



## International Students Application Supplement for Admission to Reformed Theological Seminary

### I. Establishing English Language Proficiency.

The value of the educational experience at Reformed Theological Seminary (RTS) is dependent upon the student's facility in the use of the English language. The Seminary is a graduate school of theology and the lectures and assignments require an adequate level of English language proficiency. Therefore, all applicants who are non-native English speakers must submit at the time of application a score of not less than 550 (600 for the Master of Theology) on the Test of English as a Foreign Language (TOEFL). For the computer administered exam, a score of 213 is the equivalent of 550 on the written exam, and 250 the equivalent of 600. For those taking the internet based test (iBT), a minimum score is an 84 and scores of at least a 21 in each category are required. If taking the written test, it must include the Writing Section (TWE) which is included in the August, October, December, February, and May administrations. TOEFL scores are valid for two years.

- A. Upon written request, this requirement may be waived for applicants who have earned an academic degree from an accredited institution of higher learning in which the language of instruction is English.
- B. To register for the TOEFL/TWE test, applicants may contact:  
TOEFL/TWE SERVICES  
P.O. Box 6151  
Princeton, NJ 08541-6151  
USA.  
Telephone: 609-771-7100.
- C. The institutional code for RTS DC is 9020.
- D. RTS provides no English language testing to meet admission requirements.

The Certificate of Eligibility (I-20) needed for obtaining a student visa in the United States requires certification that the admitted student is proficient in English. This certification must be on the form I-20 at the time the student appears at the Embassy for a visa. The Admissions office at the seminary will make this certification based on the score reported for the TOEFL.

- E. Students who score between 550 and 600 on the TOEFL must participate in an eight-week summer program designed to increase the student's competency in English and introduce the student to American culture. Students who score 600 or more on the TOEFL are strongly encouraged to participate in this program, but are not required to do so. The summer program will begin in June and will continue for eight weeks.

- F. Students scoring between 550 and 600 on the TOEFL must commence their studies at RTS at the beginning of the Fall Semester. Students who score 600 or more may enroll at the beginning of any semester.

## II. Admission to Masters Degree Programs

The following documents must be completed and sent to the office of Admissions not later than six months prior to the expected date of entry.

- A. Application Form
- B. Application Fee: \$75.00
- C. References (three, including one from your pastor)
- D. Transcripts from *all* colleges/universities attended showing degrees received. Applicants may be requested to submit additional transcripts or other documents.
- E. Official report of TOEFL score
- F. Documentation of financial support
- G. International Student Application Supplement (this form).
- H. A photocopy of a valid U.S. visa
- I. Photograph

Applications will be considered for admission once all of the items above have been received. Please see Section V, Obtaining a Student Visa, for the appropriate amount of funding required.

## III. Applying for Financial Aid

A limited amount of financial aid is available from RTS. Financial aid is prioritized for full-time students and those most in need. A separate financial aid application must be completed. If RTS provides a scholarship, the student's native church or missionary society should provide equal financial support. This arrangement allows for maximum accountability to the sending church or organization and efficient stewardship of both the sending church's resources and those of the Seminary.

Applicants outside of the United States and Canada who are applying for financial aid must provide an official letter or statement from your home church or regional denominational body. The letter should indicate their desire for you to pursue theological education; and their support for you to serve and minister in your home country when you complete your degree program. Applicants who show evidence of substantial support from their native sending churches/organizations will be more likely to receive financial aid from the Seminary. Due to the number of students receiving financial aid it is unlikely that any student will be awarded financial aid beyond tuition costs alone.

Applications for Financial Aid for international students must be submitted by December 1st for the following academic year. Only those applicants who have been admitted to regular degree programs of the seminary by **December 1st** will be considered for aid. Each international student will be required to submit an Application for Financial Aid **each year** through the Office of Admissions.

#### IV. Obtaining a Student Visa

To be eligible for entry into the United States for Seminary study the completed *Statement of Financial Resources* form with the attached documentation must be sent to the Office of Admissions.

The minimum time requirements for completion of the Master of Arts in Religion is 3 years.

The minimum time requirements for completion of the Master of Divinity is 5 years.

The estimated total money requirements for *each year* of study including tuition (based on 24 credit hours), housing, insurance, fees, books, food, and personal expenses are:

Single Student		
	Tuition and Fees	\$12,000
	Living Expenses	<u>\$25,000</u>
	<b>Total Annual Expenses</b>	<b>\$37,000</b>
Married Student		
	Tuition and Fees	\$12,000
	Living Expenses	\$50,000
	Dependent Expenses	<u>\$10,000</u>
	<b>Total Annual Expenses</b>	<b>\$72,000</b>
Married Student/Two Children		
(add \$5000 for each additional child)		
	Tuition and Fees	\$12,000
	Living Expenses	\$70,000
	Dependent Expenses	<u>\$20,000</u>
	<b>Total Annual Expenses</b>	<b>\$102,000</b>

Applicants must demonstrate financials for all years of their degree program. Degree lengths are: M.Div./4 years; MA/2.5 years

Applicants must submit deposit of \$5k/single, \$7/family before matriculating

The required amount of money must be documented by a bank statement for personal resources and/or by a letter from each sponsor with accompanying bank statements. Letters from sponsors must state:

1. the amount in U.S. dollars and
2. the length of time the support will be given.

Note: Donors must sign an agreement letter (contact [admissions.washington@rts.edu](mailto:admissions.washington@rts.edu) for a form letter)

Within approximately one month of receiving the completed Statement of Financial Resources and supporting documents, the I-20 Form (necessary for entry into the U.S.) will be sent to you. Other important information regarding housing, registration procedures, and orientation materials will also be sent.

## **V. Arriving in the United States**

Upon arrival in the U. S., the student should make an appointment with the Director of Admissions to receive basic orientation to the Seminary campus and have visa documents checked. Questions regarding U. S. immigration laws and procedures may be clarified at that time. Prior to arrival in the U. S., questions of this nature may be clarified by calling the Office of Admissions.

# Statement of Financial Resources

## Instructions for completing the Statement of Financial Resources:

- 1) Complete this form and return it to the Admissions Office. Please be precise, as this information will be used to complete U.S. Immigration and Naturalization Service Form I-20. *This form is only necessary for students who wish to obtain an F-1 student visa.*
- 2) Attach a bank statement or official letter verifying the personal financial resources listed below.
- 3) Attach letters of support from all persons and organizations that will be providing financial resources during your time of study in the U. S. These letters must specify the **amount of money** and **number of years** for which the support will be given.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Country of Residence \_\_\_\_\_

4. Country of Citizenship \_\_\_\_\_

5. Country of Birth \_\_\_\_\_

6. Date of Birth (month/day/year) \_\_\_\_\_

7. Marital Status \_\_\_\_\_

8. If Married, Spouse's Name \_\_\_\_\_

9. Spouse's Family Name, (if different from yours)  
\_\_\_\_\_

10. Spouse's Country of Citizenship \_\_\_\_\_

11. Spouse's Country of Birth \_\_\_\_\_

12. Spouse's Date of Birth \_\_\_\_\_

13. Number of Children \_\_\_\_\_

14. For Each Child, List The Following:

1. \_\_\_\_\_  
Family Name                      First Name                      Date of Birth                      Country of Birth                      Relationship to you (son or daughter)

2. \_\_\_\_\_  
Family Name                      First Name                      Date of Birth                      Country of Birth                      Relationship to you (son or daughter)

3. \_\_\_\_\_  
Family Name                      First Name                      Date of Birth                      Country of Birth                      Relationship to you (son or daughter)

Attach a separate sheet for additional children.

15. Degree Program \_\_\_\_\_

16. Expected Date of Arrival in the US \_\_\_\_\_

17. Expected Date of Graduation \_\_\_\_\_

### Projected Resources for one year

\_\_\_\_\_ Cash/Savings account  
 \_\_\_\_\_ Checking account  
 \_\_\_\_\_ Aid from family  
 \_\_\_\_\_ Aid from churches  
 \_\_\_\_\_ Other gifts  
 \_\_\_\_\_ Loans  
 \_\_\_\_\_ Scholarships (non-RTS)  
 \_\_\_\_\_ Grants (non-RTS)  
 \_\_\_\_\_ Any other source (Please Specify)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**TOTAL RESOURCES**

### Assets

(all items owned by you or your spouse with a value over \$500)

\_\_\_\_\_ Home  
 \_\_\_\_\_ Computer  
 \_\_\_\_\_ Car  
 \_\_\_\_\_ Other property  
 \_\_\_\_\_ Stocks  
 \_\_\_\_\_ Bonds  
 \_\_\_\_\_ Money market  
 \_\_\_\_\_ Other investments (Please Specify)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**TOTAL ASSETS**

### Projected Expenses for one year

Budget Item	Projected Monthly Budget	RTS Estimate: Single	RTS Estimate: Married, No Children	RTS Estimate: Married, 1 or more Children
RTS Tuition		11,500	11,500	11,500
Books		500	500	500
Rent		9,400	18,000	25,300
Food		4,000	8,600	11,500
Utilities		2,600	4,000	6,500
Medical insurance		4,800	8,600	14,300
Life insurance		100	120	135
Auto insurance		400	1,400	1,300
Auto payment		1,200	3,400	3,300
Auto expense		1,000	2,840	2,840
Clothing		400	800	1,200
Dental		400	840	1,600
Incidentals		700	1,400	2,025
Other (specify)				
<b>Total Expenses</b>		<b>\$37,000</b>	<b>\$62,000</b>	<b>\$82,000</b>
<b>Total Need</b> (Total Expenses minus Total Resources)				

**Guidelines for Financial Aid:**

1. Tuition fees account for approximately 35% of the cost of each RTS student's education. The Seminary raises funds from churches, foundations, and individuals to pay for the remaining 65%. In addition to this 65% provided for each student, the Seminary offers the following types of financial aid. Students may apply for appropriate aid if they qualify:
  - a. **Church Partnership Program:** Please refer to the separate sheet for guidelines and instructions regarding the Church Partnership Program. If you wish to seek approval for this program, please note this below. Also note that students participating the Church Partnership Program are not eligible for additional grants.
  - b. **Work Scholarships:** Students granted work scholarships perform in a variety of necessary jobs such as faculty assistants, library assistants, maintenance, bookstore clerks, etc. The amount of work assigned each student is dependent upon the availability of work as well as the funds to finance the program. Normally, work scholarships are between 5 and 10 hours per week. Continuance of a work scholarship is dependent upon the satisfactory performance of the student.
2. Priority and/or special considerations will be given to full-time students with a record of high academic standing and achievements.
3. The Seminary will expect each student to supply his financial needs in the following way:
  - a. The student should raise as much continuing support as possible from outside sources including the student's home church before entering seminary and should keep the Seminary informed of support changes during the period of enrollment.
  - b. Savings, investments, etc., generally should be utilized before Seminary financial aid is awarded.
4. Any student receiving financial aid agrees to inform the Financial Aid Committee of any changes in his/her financial status during the year that may effect qualification to receive aid.

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**Applicants may attach a separate page to communicate other pertinent information that might be helpful in assessing your financial resources if necessary.**

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**Indicate which (if any) RTS financial aid programs for which you wish to receive consideration.**

- I wish to receive consideration for financial aid. I have also requested aid from a sending church or denomination in my home country.
- I wish to participate in the church partnership program. I understand that I will be ineligible for additional grants.

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**I certify that this is an accurate reporting of my finances for the period specified above and that I will notify the office of student life of any changes with regard to this report. I have also read and understand the above information and instructions:**

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

**I certify that I am not a citizen or resident of the United States or Canada and that I will return to my country of citizenship upon graduation from Reformed Theological Seminary to serve the Christian church there. (Students from Canada do not need to sign below.)**

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



## Church Partnership Program Guidelines

The Church Partnership Program (CPP) is a special partnership that is approved in cooperation with your home church and is offered in lieu of other financial aid from the Seminary. Students approved to participate in CPP are eligible to receive a CPP tuition scholarship from the Seminary matching the church's gift up to 1/3 of tuition.

Participation in the CPP with RTS requires students to provide two items:

1. **Letter of Support.** Students wishing to participate in the CPP must submit a letter from the sponsor church to the seminary office *by May 30* in order to participate. ***A limited amount of scholarship funding is available. Applications are approved on a first-come, first-served basis.*** Following is a sample letter that may be used as a form by a church participating in the church partnership program.
2. **Check payable to RTS.** Additionally, a check made payable to RTS should be mailed *directly to the student*. He or she must present a check from the partner church on or before registration in order to participate in the Church Partnership Program.

Any later changes in giving by a supporting church should be reported immediately by the student to the seminary office.

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\_\_\_\_\_ (date)

To Reformed Theological Seminary:

\_\_\_\_\_ (name of church) has decided to partner with

\_\_\_\_\_ (student name) in support during the upcoming academic year (June -

May). At this time, we expect to contribute \_\_\_\_\_ (amount) per year.

\_\_\_\_\_ (name)

\_\_\_\_\_ (position, i.e. Clerk of Session, Member of Finance

Committee, etc.)

\_\_\_\_\_ (church address)

\_\_\_\_\_ (church city, state ZIP)

\_\_\_\_\_ (church phone)



## Educational Background

1 Calendar Year	2 Age	3 Year in School	4 Full Name of School	5 Language of Instruction	6 Exams Passed; Certificates, Diplomas, or Degrees Earned
___ to ___		1			
___ to ___		2			
___ to ___		3			
___ to ___		4			
___ to ___		5			
___ to ___		6			
___ to ___		7			
___ to ___		8			
___ to ___		9			
___ to ___		10			
___ to ___		11			
___ to ___		12			
___ to ___		13			
___ to ___		14			
___ to ___		15			
___ to ___		16			
___ to ___		17			
___ to ___		18			

Applicants must complete columns 1 through 6 (IN FULL) to be considered for admission.

Name \_\_\_\_\_