



SHEPHERDS THEOLOGICAL S E M I N A R Y

APPLICATION FOR ADMISSION

PLEASE PRINT CLEARLY AND COMPLETE ENTIRE APPLICATION OR APPLY ONLINE

Application Fee: A non-refundable \$50 application fee must be submitted with your application. If you choose to apply online the application fee will be waived.

Applicant's Checklist:

- Complete entire application form
- Pay \$50 non-refundable application fee
- Request transcript(s) request form(s) from all schools
- Request Letters of Recommendation
- Attach spousal support letter (if married)
- Attach personal statements, essays, and a picture.
- Arrangements made to take TOEFL
(if English is not your native or birth language)

Shepherds Theological Seminary prohibits unlawful discrimination on the basis of race, color, national origin, gender, age, disability or status as a veteran or disabled veteran. The school maintains its Christ-centered, biblically-based Christian character, but does not discriminate on the basis of religion, except to the extent that applicable law respects its right to act in furtherance of its religious objective.
Title IX Coordinator: Karen Fountaine, 6051 Tryon Rd. Cary, NC 27518 – tlc@shepherds.edu, 919-573-5350

PERSONAL INFORMATION

Date of Application: _____ Term Applying for: Fall 20__ Spring 20__

Social Security Number (required by Federal Government for Tax Purposes) _____

Full Name (Last, First, Middle) _____ Preferred Name _____

Present Address _____

City/State/Zip _____ (Circle preferred phone number)

Cell Phone _____ Daytime Phone _____ Evening Phone _____

Primary Email _____

Emergency Contact 1 (name, relationship, phone) _____

Emergency Contact 2 (name, relationship, phone) _____

Age _____ Date of Birth _____ Place of Birth _____

Sex: Male Female Current Employment and Occupation: _____

The U.S. Department of Education requests the following information on ethnic origin (check one):

- White Black/African American Hispanic Asian American Indian or Alaskan Native
- Native Hawaiian or Pacific Islander Non-resident alien Unknown Other (specify) _____

Country of Citizenship _____ If not a citizen of the United States, on what type of VISA are you presently in the United States or planning to enter the United States of America? _____

Denominational or Ecclesiastical Affiliation _____

Are you: Ordained Licensed If so, what church and denomination? _____

Present Church Attending _____ Name of Pastor _____

Church Address _____

Marital Status: Single Engaged Married Widowed, not remarried Widowed, remarried

Separated Divorced

If you are engaged, when do you plan to be married? _____

Name of spouse/fiancé _____ Number of minor children _____

TO ATTACH: If married please attach a signed letter from your spouse describing his/her faith in Christ, when they made their profession of faith, and how he/she feels about your training for Christian service.

COURSE OF STUDY/DEGREE PROGRAM

Master of Divinity

- Traditional Master of Divinity
- Advanced Placement Master of Divinity (requires prior degree in Bible/Theology*)

Write in Concentration of interest from Catalog _____

Master of Arts in Church Ministry (with the following major(s)):

- Biblical Counseling Christian Ministry

Master of Arts in Biblical Literature & Languages

- Biblical Literature & Languages

Master of Theological Studies

- MTS – Laramie, WY MTS – Bryan, TX MTS – Cary, NC

Diploma Program

- Biblical Counseling Church Ministry Theological Studies

Non-Degree (Credit-Only) Status (Bachelor’s Degree required)

- Audit Credit-Only

Do you intend to be a: full-time student (9+ credit hours) OR part-time student (less than 9 credit hours)?

If accepted to Shepherds Theological Seminary, when do you plan to enroll in classes? Fall 20____ Spring 20____

Have you ever applied to Shepherds before? _____ If so, when? _____

ACADEMIC BACKGROUND

Schools Attended After High School	Date Entered	Date Graduated	Degree/Major

Please request an official academic transcript be sent to the Registrar's Office from every institution you have attended since high school. You can use the Request for Academic Transcript form at the end of the application if needed. Unofficial transcripts will not be accepted.

Do you consider your scholastic record an accurate indicator of your academic abilities? Yes No

If not, please explain _____

Are you still enrolled in an undergraduate or graduate program of study? Yes No If yes, please attach a list of courses which you intend to complete before coming to STS but do not appear on your transcripts.

Have you ever been refused admission to, suspended by or dismissed from a school or seminary? Yes No

Are you under any kind of disciplinary action or pending any investigation by any school? Yes No

Have you ever been placed on probation, suspended, or expelled from any school (academic or conduct)? Yes No

If you have answered YES to any of the above please attach a statement describing the situation in detail.

To what other seminaries are you applying? (optional) _____

International Students Only (International Applicants must be sponsored by either an evangelical American missionary or an evangelical American pastor/local church that personally knows the candidate)

Have you obtained the documentation outlined in the STS International Student Policy Manual? Yes No

If you are married, will your wife accompany you to the United States of America? Yes No

If you have children, how many of them will accompany you to the United States of America? _____

How many years have you studied English? _____ How many years have you spoken English? _____

If English has not been your native language, you must take the Test of English as a Foreign Language (TOEFL) and request that the scores be sent to our Office of Admissions. Date when TOEFL was or will be taken: _____

FINANCIAL, HEALTH, & BACKGROUND INFORMATION

STS believes in good stewardship which includes helping our students be good stewards financially and personally.

Are you currently in good financial standing? Yes No Are you behind on any debt payments? Yes No

Do you currently have student loan debt (if married include spouse)? Yes No

Approximately how much (include spouse's debt)? _____

Not including mortgage/rent, what is the total amount of your debt? _____

Will you have the finances for the first semester by the time of enrollment? Yes No

If not, how much do you lack? _____

Do you have a source of income developed to support you to degree completion? Yes No

Do you anticipate working part-time or full-time (circle one) to pay for your seminary expenses? Yes No

Are you expecting to apply for a grant or scholarship through STS? Yes No

How is your health at present? Excellent Good Fair Poor

(If fair or poor please explain in an attached statement.)

Are you under the care of a doctor for anything? _____

Do you have any health concerns or are you aware of any issues that could interfere with your completing your degree at STS? Yes No Such as: _____

Have you ever been under emotional or mental care? Yes No

(If yes, please explain in an attached statement.)

If you have a disability contact the registrar (registrar@shepherds.edu).

Have you ever been charged with a misdemeanor or felony offense? Yes No

Are you currently on probation or parole? Yes No

(If yes, please explain in an attached statement)

STS performs background checks on all new students during the application process at both the state and Federal level. While the result may not immediately disqualify a student from attending Shepherds, falsifying anything on the application or not being entirely forthright with your answers will result in discipline that may include possible suspension or expulsion from Shepherds.

Sign here indicating that you understand the preceding and declare that your answers are truthful and accurate.

Signature: _____ Date: _____

DOCTRINAL & CODE OF CONDUCT INFORMATION

Before completing the following please read through the sections in the Academic Catalog & Student Handbook that relate to the STS Doctrinal Statement and the Student Code of Conduct. *Available on the website, the academic catalog, and the handbook.*

Have you read and do you understand the STS Doctrinal Statement? Yes No

The non-negotiable aspects of the doctrinal statement that all students must affirm are as follows:

- Scripture is authoritative and inerrant.
- God expresses Himself as a Trinity of three co-equal individuals, each with a distinct role.
- The God of the Old and New Testaments is the only God and He is not the same as the god of other religions.
- Christ, in His incarnation, was simultaneously fully God and fully man.
- Humanity is spiritually lost at birth and completely alienated from God.
- Christ's death is a substitutionary atonement, and Christ is the only way to God the Father.
- Christ's death was followed by his subsequent bodily resurrection.
- Salvation is by faith alone in Christ.

Do you, in good faith, affirm the above doctrinal points? Yes No

If you become a student at STS and are in disagreement with any other points in the Full Doctrinal Statement you will be expected to handle any disagreements with maturity and in a non-contentious manner, to maintain unity in the classroom, as well as to not promote any theological agenda or denominational framework that runs counter to any area of the Doctrinal Statement or that causes division within the seminary body.

Have you read and do you agree to fully abide by the Student Code of Conduct in all areas? Yes No

I hereby declare that I have read the Doctrinal Statement and Student Code of Conduct. Sign here indicating that you understand the preceding and declare that your answers are truthful and accurate.

Signature: _____ Date: _____

ESSAY REQUIREMENTS

Please attach the following to the application. These must be typed, not handwritten.

1. Biographical Testimony

Please attach an essay describing your salvation and faith in Christ (when, where, how, why). Include the significant factors that led to your profession of faith. Please discuss what you believe a person must do to receive eternal life. Also, please tell us a bit about your Christian life since salvation. (Please limit this essay to no more than two pages double-spaced).

2. Purpose for Seminary and Potential for Christian Service

Tell us why you are applying to seminary. We at S'TS want to get to know you and understand where you are on your journey. Answer the following questions (in essay format, in any order you choose). How has God been working in your life to lead you toward studying the Word of God at the seminary level? What has influenced you to pursue this and how do you see Shepherds Theological Seminary preparing you for future ministry? Also, please describe your view on the importance and responsibility of the local church, as well as discussing how you have been involved in your local church throughout your Christian life. What sort of expectations do you have for your time in seminary?

3. Additional Statements as required.

- 1) If married, please attach a signed letter from your spouse describing his/her faith in Christ, when they made their profession of faith, and how he/she feels about your training for Christian service.
- 2) If needed, please attach the answers to certain questions under the health and/or financial, sections as indicated in the application based on your answers to certain questions.

REFERENCE INFORMATION

Shepherds Theological Seminary requires three letters of reference for all applicants. Please use the attached Letter of Reference Form and send it to each of your references. List their names and phone numbers so we know whom you have asked to be your references when the forms arrive.

1. **Pastoral Letter of Reference** – Please have this completed by your current pastor at your current church.

Name: _____ Contact Info: _____

2. **Academic/Professional Letter of Reference** – Please have this completed by a former professor, employer, or business associate.

Name: _____ Contact Info: _____

3. **Personal Letter of Reference** – Please have this completed by someone within your circle of Christian friends. We ask that your references not be related to you.

Name: _____ Contact Info: _____

FERPA/BUCKLEY AMENDMENT/CLERY ACT

On the following pages, please read through the FERPA/Buckley/Clery document. By checking yes, you are affirming that you have read and understand your rights outlined in this document.

I have read and understand my rights outlined in the FERPA/Buckley/Clery document. Yes No

FINAL SIGNATURE

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for admission and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application (except for spouse's information section). I understand that omission or misstatement of material fact(s) on this application or on any attached documentation shall be grounds for rejection of this application or for immediate expulsion if I am admitted, regardless of the time elapsed before discovery.

Signature of Applicant: _____ Date: _____

Model Notification of Rights under FERPA for Postsecondary Institutions

(Taken from: <http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondary-institutions>)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution (“School”)] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY

INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the

aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Buckley Amendment

The Family Educational Rights and Privacy Act of 1974 is an amendment to the Elementary and Secondary Education Act of 1965. This amendment, most often referred to as the “Buckley Amendment,” became law on November 19, 1974. Simply stated, the law provides college students with the right to seek access to their school records and the right to inspect the same institutional records.

In this regard, the law requires that students be informed of their rights within the stated provisions of the law. All STS students are to be informed that in compliance with the Family Educational Rights and Privacy Act of 1974 the following student rights will be adhered to on this campus:

- The right of the student to “inspect and review” his or her institutional records.
- The right of “an opportunity for a hearing to challenge the content of their school records.”
- The right of privacy for student records.

It follows from this Amendment that a faculty member should not post grades by using students’ names, social security numbers, or any other symbols that could divulge the identity of the students. It also follows that faculty should not announce the names of students and the grades they made on tests in class or leave graded material in public areas (e.g., halls) for student pick-up.

A statement concerning student records, including procedures for inspecting, reviewing and amending records, is provided in the Student Handbook.

Clery Act

The Clery Act, or, as it is formally known, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 CFR 668.46. The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

Information about campus security and emergency response at Shepherds can be found in the [Security, Health, & Crisis Handbook](#).

SHEPHERDS THEOLOGICAL SEMINARY RECOMMENDATION FORM

APPLICANT INFORMATION AND AUTHORIZATION – TO BE COMPLETED BY THE APPLICANT

Full Name: _____ Date: _____

Birthdate (MM/DD/YYYY): _____

Degree Program for which you are applying: _____

Instructions: Fill in the information above then mail or give this form to all three required individuals. One should be a pastor at your local church, one should be a former professor or business colleague, and another should be a personal reference from someone within your Christian circle to whom you are not related. Please ask them to return these recommendations in a timely manner, since your application cannot be processed without them. These can be mailed or scanned and emailed to STS at registrar@shepherds.edu.

I waive my rights to examine this letter
 I do not waive my rights to examine this letter

Signature: _____ Date: _____

RECOMMENDATION – TO BE COMPLETED BY THE RECOMMENDER/REFERENCE

The above applicant is applying to a degree program at Shepherds Theological Seminary and considers you to be in a position to evaluate his/her ability to pursue a seminary degree and potential career in ministry. Please give honest and reflective feedback on this applicant's qualifications, abilities, and character/personality as it pertains to both pursuing a degree focused on the Word of God and being prepared for ministry (whether vocational or otherwise). At STS we strive to impact the head, the heart, and the hands of our students with teaching built on the Bible, so the following questions are built around those categories.

How long have you known the applicant? _____ In what capacity? _____

Please rate the applicant on each characteristic by filling in the appropriate circle:

Characteristics	Superior	Excellent	Good	Average	Poor	Unknown
Intellectual Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation for Graduate Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethical Standards and Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to Communicate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Ability (current)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability and Follow-Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emotional Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment to Christian Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spiritual Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Potential for a Career in Ministry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CONTINUED ON THE OTHER SIDE

Overall, how do you rate the applicant as a candidate for a graduate program at Shepherds Theological Seminary?

- Highly Recommend Recommend Recommend with Reservation Do Not Recommend

Have you ever known this person to be a contentious or divisive individual? (If yes, please explain)

- Yes No

Do you have any reservations about this applicant's potential for vocational ministry? (If yes, please explain)

- Yes No

Additional comments (positive ones, or reservations): _____

Thank you for taking the time to complete this reference. We prayerfully consider all applicants at Shepherds Theological Seminary and we value your candid input.

Please indicate which reference you are:

- Pastoral Professional Personal

Name (Please Print): _____ Phone Number: _____

Organization: _____ Position: _____

Mailing Address: _____

Signature: _____

Date _____



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919-573-5350

Fax 919-573-1438

Visit us at – www.shepherds.edu



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TRANSCRIPT REQUEST FORM

Applicant: Please photocopy this form and complete it (*including signature*) and send it to each college, university, seminary, or learning institution you have attended since high school.

Date: _____

To the Registrar's Office at: _____

As a student at your institution I was registered under the following name(s):

(Last, First, Middle): _____

(Last, First, Middle): _____

My Social Security Number is: _____ - _____ - _____

I hereby authorize the release of the requested academic information to Shepherds Theological Seminary. Please mail an official copy of my transcripts to Shepherds Theological Seminary. The Seminary asks you, as Registrar, to please sign across the sealed envelope flap or otherwise officially seal the transcript.

Mail to:
 Shepherds Theological Seminary
 Attn: Academics & Registrar's Office
 6051 Tryon Road, Cary, NC 27518

Signature: _____