Application for Admission for Certificate Program

APPLICATION DEADLINES

November 15, 2015 for Spring 2016, June 1, 2016 for Fall 2016
Deadline for Certificate Applicants – Applications will be considered and reviewed by the Admissions Committee after deadlines above on a space-available basis.

Interviews are required for Certificate applicants. You can arrange an interview via phone, Skype or in-person during a campus visit. Please arrange with the admission’s department to set up your interview in the process of completing your admissions application.

APPLICATION FEE $ 50.00
BACKGROUND CHECK FEE $ 8.00

Payment of $58 must be received for the application to be considered complete. Payment can be made by check or money order made out to Lancaster Seminary and mailed to the address above, or by debit or credit card.

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CERTIFICATE IN YOUTH & YOUNG ADULT MINISTRY
The Certificate Program for Youth and Young Adult Ministry at Lancaster Seminary provides an opportunity for those involved in or exploring youth and young adult ministry to develop practical skills in the field through the study of worship arts, cultural interpretation, leadership systems, and educational arts. Participants will receive grounding in the area of biblical theology, Christian doctrine, spiritual formation, and human development, equipping them to understand the theological and cultural impetus that defines the lives of today's youth and young adults. Total Credits: 24, Time to Complete: 1 year if full-time; 2-3 years if part-time *Credits earned through the Certificate in Youth & Young Adult Ministry are transferable into a Master's program for students who hold a baccalaureate degree. (Some Restrictions Apply)

CERTIFICATE IN THEOLOGICAL STUDIES
The Certificate Program in Theological Studies at Lancaster Seminary is designed for part-time study over two to three years or one academic year of full-time study, and may include concentrations in Religious Education, Biblical Studies, Theology and Church History, Pastoral Care, or Christian Spirituality. The course of study includes completion of eighteen (18) credits, the equivalent of six (6) three-credit courses Total Credits: 18, Time to Complete: 1 year if full-time; 2-3 years if part-time *The Certificate in Theological Studies requires a bachelor's degree. Credits earned through the Certificate in Theological Studies are transferable into a Master's program.

STEP ONE, PART 1 - YOUR INFORMATION

SELECT THE PROGRAM CHOICE BELOW:
- [ ] CERTIFICATE PROGRAM
  - [ ] Full-time or Youth & Young Adult Ministry or
  - [ ] Part-time Theological Studies

SELECT THE APPROPRIATE CHOICE BELOW:
- [ ] I am currently a Citizen of the United States
- [ ] I have been issued a Green Card and am currently a Permanent Resident* of the United States

*A Permanent Resident of the United States is an individual who is not a U.S. citizen but has acquired the legal right to remain in the United States indefinitely. Permanent Residents are also referred to as “green card holders” and “resident aliens.”
STEP ONE, PART 2 - YOUR INFORMATION

FULL LEGAL NAME (include first, middle, and last name)

______________________________________________________________________________

BIRTH NAME (if different from above)

______________________________________________________________________________

DATE OF BIRTH (mm/dd/yyyy) ________________________________________________

MAILING ADDRESS ___________________________________________________________

______________________________________________________________________________

TELEPHONE NUMBER/S _________________________________________________________

EMAIL
We will be using this email address to communicate with you throughout the application process. You will be responsible for checking this email frequently.

SOCIAL SECURITY NUMBER ______________________________________________________

GENDER ______________________________________________________________________

MARITAL STATUS ______________________________________________________________

ETHNIC HERITAGE (optional) ______________________________________________________

DENOMINATION __________________________________________________________________

HAVE YOU PREVIOUSLY APPLIED TO OUR SCHOOL?  Yes _____ No _____
INSTRUCTIONS

Please list any accredited school that you attended where you have taken coursework for academic credit. Please do not include certificate programs or academic work done at non-accredited post-secondary institutions. Indicate degree and date received or expected.

Transcripts must be original and be sent in a sealed envelope or in electronic format from your school. If your school sends e-transcripts, we will accept these in pdf format through the secure system your school uses. Please have these sent to admissions@lancasterseminary.edu. If they are being mailed, use this address:
    Admissions, Lancaster Seminary, 555 W. James St., Lancaster, PA 17603.

UNDERGRADUATE COLLEGE OR UNIVERSITY

SCHOOL NAME ________________________________________________________________

SCHOOL CITY & STATE _______________________________________________________

SCHOOL COUNTRY __________________________________________________________

ATTENDED FROM (YEAR) ___________ ATTENDED TO (YEAR) _________________

MAJOR __________________________ DEGREE COMPLETED Yes ______ No _______

DEGREE EARNED ____________________________________________________________

OTHER POST-SECONDARY SCHOOL ATTENDED

SCHOOL NAME ________________________________________________________________

SCHOOL CITY & STATE _______________________________________________________

SCHOOL COUNTRY __________________________________________________________

ATTENDED FROM (YEAR) ___________ ATTENDED TO (YEAR) _________________

MAJOR __________________________ DEGREE COMPLETED Yes ______ No _______

DEGREE EARNED ____________________________________________________________

Please use a separate page for additional under-graduate or post-secondary institution information
STEP THREE - CHurch Background

Current Church
Please indicate the name and address of the church where you are currently attending.

CHURCH NAME ________________________________________________________________
STREET ADDRESS _____________________________________________________________
CITY, STATE, ZIP ___________________________________________________________
DENOMINATION ______________________________________________________________
CURRENT CHURCH PASTOR _____________________________________________________
PHONE ________________________________

Church Membership
Please indicate the name and address of the church where you are currently a member (if different from above).

CHURCH NAME ________________________________________________________________
STREET ADDRESS _____________________________________________________________
CITY, STATE, ZIP ___________________________________________________________
DENOMINATION ______________________________________________________________
PASTOR’S NAME ______________________________________________________________
PHONE ________________________________

☐ CHECK IF YOU ARE NOT CURRENTLY A MEMBER OF ANY CHURCH
STEP THREE - CHURCH BACKGROUND continued

LOCAL CONGREGATIONS
Please state chronologically (with dates) the local congregations (or Sunday Schools or similar religious bodies) with which you have been active, including any long periods of non-membership or inactivity. Begin at your childhood and continue to the present.

CHURCH NAME/SUNDAY SCHOOL/RELIGIOUS BODY
ADDRESS OF CHURCH/SUNDAY SCHOOL/RELIGIOUS BODY

DATES: FROM _________________________________ TO ______________________________________

CHURCH NAME/SUNDAY SCHOOL/RELIGIOUS BODY
ADDRESS OF CHURCH/SUNDAY SCHOOL/RELIGIOUS BODY

DATES: FROM _________________________________ TO ______________________________________

CHURCH NAME/SUNDAY SCHOOL/RELIGIOUS BODY
ADDRESS OF CHURCH/SUNDAY SCHOOL/RELIGIOUS BODY

DATES: FROM _________________________________ TO ______________________________________

CHURCH NAME/SUNDAY SCHOOL/RELIGIOUS BODY
ADDRESS OF CHURCH/SUNDAY SCHOOL/RELIGIOUS BODY

DATES: FROM _________________________________ TO ______________________________________

Please use a separate piece of paper if you prefer to type your answers or for additional Religious Bodies from your Personal History. Please note on the page(s) that this is Step 3 – Local Congregation Church Background.
STEP FOUR - PERSONAL BACKGROUND

CHURCH POSITIONS:
List any you have held or your experience in various kinds of Christian and church work. Include dates and places where possible.

SECULAR OCCUPATIONS: list those held during and following college, including summer jobs. - You may also include a resume or CV

COMMUNITY INVOLVEMENT: areas of your involvement with student or community activities.

ACADEMIC OR SPECIAL HONORS RECEIVED:

SPECIAL INTERESTS AND HOBBIES:

NAMES OF THOSE WHO INFLUENCED YOUR DECISION TO APPLY HERE:
STEP FIVE - VOCATIONAL DIRECTION

Please indicate the form of ministry you will use your certificate with upon receipt.

☐ CPE / CHAPLAINCY
☐ MISSIONS
☐ NON-PROFIT WORK
☐ PASTORAL COUNSELING
☐ PASTORATE
☐ SPIRITUAL DIRECTION
☐ YOUTH or YOUNG ADULT MINISTRY
☐ OTHER ___________________________________________________
☐ UNSURE AT THIS TIME
☐ CONSIDERING MULTIPLE FORMS OF MINISTRY

Do your vocational plans include ordination? Yes______ No ______
Elaborate if necessary.
STEP SIX - WRITING REQUIREMENT

Statement of Interest in Seminary Studies

Lancaster Theological Seminary seeks to enroll students who

• are committed to God, church, and the world;
• and have gifts that indicate potential for leadership;

To assist the Admissions Committee in its task, we ask you to write a Statement of Interest in Seminary Studies addressing how your studies will enhance your future vocational goals for ministry.

Your essay should be between 350 and 500 words in length, but should not exceed one typed-written page. We recommend you prepare the essay beforehand and be sure you submit your best work. You may then attach it to this application.
STEP SEVEN - CONDUCT QUESTIONNAIRE

Lancaster Theological Seminary prepares women and men for leadership in ministries in a variety of settings. Students are expected to be intellectually capable and of good ethical character. They are held to the same high ethical standards that the church requires of its professional leadership.

NOTE THAT ALL APPLICANTS WILL BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK.

Have you ever been placed on academic or disciplinary probation, or been suspended, dismissed or asked to withdraw by any educational institution?

Yes _______ No _______

Have you ever been convicted of a felony of any sort, misdemeanor of any sort (other than a traffic violation), or found guilty of an incident of sexual misconduct?

Yes _______ No _______

By submitting this information, you are certifying that all of the information you have provided herein is accurate and complete. Failure to make written disclosure of information solicited on the application form, or misrepresentation in the information supplied, constitutes prima facie basis for denial of admission.
STEP EIGHT - BACKGROUND CHECK and CHILD ABUSE HISTORY CLEARANCE

Background Check

All seminary applicants must have a background check conducted through the Pennsylvania State Police. By submitting your $10.00 background check fee, you grant permission to the Admissions Office to request a background check on your behalf.

Your application will not be considered complete until we receive the results of this background check.

Child Abuse History Clearance

All seminary applicants are responsible themselves for submitting the Pennsylvania Child Abuse History Clearance application (form enclosed) directly to Department of Public Welfare, along with a $10.00 money order. Please follow instructions accompanying this form. You may also submit this clearance request on-line by going to www.compass.state.pa.us/cwis/public/home.

Applicant must also submit a copy of this completed form to the Admissions Office along with a copy of the clearance received from the Commonwealth of PA. This clearance may take up to 14 days. The Admissions Office must receive a copy of this clearance before the first day of the first semester enrollment.

Please plan your application submissions accordingly since it is your responsibility that all application items are submitted prior to application review and enrollment.
STEP NINE - REFERENCE SELECTION

Please indicate the names of the two references you will ask to provide letters of reference on your behalf. We do require that references complete the entire reference form. Please use references’ work or professional email instead of personal accounts. Letters of reference will not be accepted from family members. We seek references that will speak analytically about you in terms of the following:

- Your commitment to Christ and the church and your sense of purpose;
- Your leadership ability, maturity, relational ability, and sense of self;
- Your intellectual enthusiasm, curiosity, competence, and ability to do critical thinking and write effectively;
- Your openness to a variety of perspectives.

REFERENCE 1
Title _______________________________________________________________
Name _______________________________________________________________
Email address _______________________________________________________

REFERENCE 2
Title _______________________________________________________________
Name _______________________________________________________________
Email address _______________________________________________________

Here is a checklist of the forms and paperwork as well as the fees that are necessary to complete your Lancaster Seminary Application and the Financial Aid Process

FOR THE APPLICATION TO LANCASTER SEMINARY

☐ APPLICATION FORM, TURN IN PAGES 2-12
☐ CHECK/OR PAY ONLINE FOR $50 APPLICATION FEE & $8 FOR BACKGROUND CHECK FEE
☐ PA CHILD ABUSE HISTORY CLEARANCE MAILED DIRECTLY TO DPW WITH $8 MONEY ORDER, (SEE PAGE 11)
☐ COPY OF CHILD ABUSE CLEARANCE SENT TO ADMISSIONS OFFICE
☐ TWO REFERENCE LETTERS/FORMS (SEE PAGE 12)
☐ OFFICIAL COPY OF TRANSCRIPTS FROM UNIVERSITY, COLLEGE, SEMINARY, OR POST-SECONDARY INSTITUTION(S)