

## Admissions

*“Trinity needs to see and articulate what we do in education that actually serves the church. We cannot just rest on our successes of the past. We must constantly reexamine our curricula.”*

**Tite Tiéou, Senior Vice President of Education and Dean of Trinity Evangelical Divinity School**

## Contact Information

Trinity Evangelical Divinity School seeks applicants who are committed to Jesus Christ, endowed with the necessary gifts for service, and in sympathy with our statements of faith and purpose. Admission to Trinity is open to qualified persons of all denominations and fellowships, of any race, color, and national or ethnic origin, without regard to sex or handicap. For information concerning our admissions policies or procedures, please contact the location in which you are interested:

	<b>Deerfield Campus</b>	<b>South Chicago Regional Center</b>	<b>Florida Regional Center</b>
<b>Call:</b>	800.345.TEDS 847.317.8000	708.201.2900	954.382.6410
<b>Write:</b>	TEDS Admissions Office 2065 Half Day Road Deerfield IL 60015	14240 Dante Ave. Dolton IL 60419	Admissions 8190 West State Road 84 Davie, Florida 33324
<b>Fax:</b>	847.317.8097	708.201.7980	954.382.6420
<b>Email:</b>	<a href="mailto:tedsadm@tiu.edu">tedsadm@tiu.edu</a>	<a href="mailto:tedsadm@tiu.edu">tedsadm@tiu.edu</a>	<a href="mailto:gradflorida@tiu.edu">gradflorida@tiu.edu</a>
<b>Website:</b>	<a href="http://www.teds.edu/admissions/">www.teds.edu/admissions/</a>	<a href="http://www.tiu.edu/tiu/southchicago">www.tiu.edu/tiu/southchicago</a>	<a href="http://www.tiu.edu/florida">www.tiu.edu/florida</a>

Admissions policies and procedures are subject to change without notice.

## General Admission Requirements for Master’s Programs

Applicants to master’s programs\* (MA, MDiv, ThM) and the Certificate, as well as special student, and visiting student status, must meet the following requirements:

- Possess an earned bachelor’s degree or its equivalent from an accredited college or university, which normally includes a minimum of 60 hours of liberal arts course work, with a minimum grade point average (GPA) as stipulated below (on a 4.0 scale):
 

MA	3.00
MDiv, MA in Min, MA/CS	2.50
ThM	3.00 (in MDiv program)
Special Student	2.50
Certificate or Visiting Student	2.00
- Submit a one-time \$25.00 nonrefundable application fee payable in \$U.S. and drawn from a U.S. bank. Fees may also be paid using Visa, MasterCard, or Discover.
- Submit official transcripts, in a sealed envelope directly from the institution, from all schools attended since high school at which a minimum of three courses have been taken. Transcripts for *all* prerequisite course work should also be submitted, even if less than three courses were taken.
- Send recommendation forms from each of the following:
  - Applicant’s pastor
  - Applicant’s employer or a business acquaintance
  - A faculty member or school administrator at an institution previously attended (Contact the Admissions Office for alternative suggestions)
- Submit a written two-part statement with (a) your personal testimony and (b) your present spiritual life and Christian service as described in the application.

6. Submit standardized test results (Graduate Record Exam or Miller Analogies Test) as required for admission to specific programs (see program section of catalog).
7. All applicants for whom English was not their primary language of instruction must submit the Test of English as a Foreign Language (TOEFL), the Test of Written English (TWE), and the Test of Spoken English (TSE) as required below. Waivers from these English language tests are not normally granted; if granted, such applicants are required to submit scores from the same standardized exam required for native English speakers (Graduate Record Exam or Miller Analogies Test).
8. A personal interview may also be required.
9. See program description in this catalog for additional program-specific admission requirements.

\*See doctoral sections of the Catalog for admission requirements for doctoral programs.

## Application Procedure for Master's Programs

The application section of this catalog contains specific instructions and required application materials.

Trinity uses a rolling admissions process; thus, master's program applicants may begin their studies during fall, spring, or summer terms. We strongly encourage application six to twelve months prior to the expected enrollment date, and no later than the following deadlines.

<b>U.S. Citizens</b>		<b>International Applicants</b>	
July 15	For fall semester admission	March 1	Fall semester <b>Pre-Application Information Form</b> (including summer session)
November 15	For spring semester admission	April 1	Fall semester <b>application</b> deadline
April 1	For summer session admission	June 1	Fall semester <b>deposit</b> deadline
		August 1	Spring semester <b>Pre-Application Information Form</b> deadline
		September 1	Spring semester <b>application</b> deadline
		November 1	Spring semester <b>deposit</b> deadline

Applications received after these deadlines may be subject to a \$20 late application fee. No applications will be considered for a given semester after the second week of that semester. (Note: **Do not** send late application fee in with application unless notified to do so.)

Upon admission, an applicant should submit a tuition deposit to the Admissions Office, which reserves their place in the school and enables them to register for the next semester's classes at the time course registration is open to new students. Early tuition deposit secures early opportunity to register for courses that may close. The tuition deposit is credited to the student's first-term tuition and is refundable (see application instructions for information on refunds).

Occasionally a student may be admitted to Trinity on academic probation for one of the following reasons:

- A weak academic background as reflected in the student's undergraduate grade point average (GPA) and/or standardized admissions test scores
- A bachelor's degree from a nonaccredited institution accompanied by marginal standardized admissions test scores. In such cases, the probationary status may be removed after 10 or more hours of satisfactory academic performance at Trinity.

If admission is denied, an applicant may submit a letter of appeal within ninety days to the Admission Committee.

## Additional Application Considerations for All International Applicants

Trinity welcomes students from all over the world to our campus; however, the added challenges for international students cannot be underestimated. In addition to the regular application process outlined above, international applicants must also consider the following four items: Pre-Application Information Form for International Applicants, Language Requirements, Financial Requirements, and Visa Requirements.

### Pre-Application Information Form for International Applicants

This is a Trinity form that must be submitted prior to the actual application for admission. The Pre-Application Information Form provides the preliminary documentation necessary to demonstrate that a prospective international student has identified their sources of funding for both education and living expenses while at Trinity as required by the U.S. government. Applications for program admission will not be reviewed until the Pre-Application Information Form has been received and approved by Trinity. This begins the application process.

International applicants must demonstrate how all expenses related to education, travel, and living will be paid prior to issuing a student visa, according to U.S. law. International applicants may apply if they have a financial guarantor in the United States or if they have sufficient evidence from legitimate individuals or organizations that their expenses while attending Trinity can be met. Living expenses add more than \$20,000 annually to the costs of education (tuition, fees, books).

International students on an F-1 visa are limited by immigration restrictions to on-campus employment of twenty hours per week during the term when classes are in session and forty hours per week between the terms. Such jobs provide only a small percentage of the funds needed for education and living expenses. Immigration laws prohibit student spouses on F-2 visas from working. Do not anticipate funding your education through on-campus employment.

Subsequent to approval of the Pre-Application Information Form, the prospective student's Application for Admission will be received and reviewed for admission to Trinity.

### Language Requirements

In addition to the regular application materials, international applicants *must* submit scores from the Test of English as a Foreign Language (TOEFL), the Test of Written English (TWE), and the Test of Spoken English (TSE), if English is not the applicant's primary language of instruction. See the following chart for required tests and minimum scores:

**English Language Test (TOEFL/TWE/TSE) Requirements<sup>1</sup>**  
**Degree Programs**

Tests:	Cert. <sup>2</sup>	MA	MDiv	ThM	DMin	PhD
TOEFL	92 (237)	92 (237)	92 (237)	92 (237)	92 (237)	100 (250)
TWE	N/A	(4.5)	N/A	(4.5)	N/A	(4.5)
TSE <sup>3</sup>	N/A	N/A	(50)	N/A	N/A	(50)

<sup>1</sup>Internet (iBT) scores for TOEFL are listed first, with Computer scores listed in parentheses. TWE and TSE scores not required when iBT scores submitted. Degree programs that do not require certain tests are listed as "N/A."

<sup>2</sup>Includes Certificate in Christian Studies, visiting student, and special student.

<sup>3</sup>The TSE is an entirely separate test and must be arranged/scheduled *in addition to* the TOEFL and TWE.

Waivers from TOEFL, TWE, and TSE are not normally granted. If a waiver is granted, applicants are required to submit scores from the same standardized exam required for native English speakers (Graduate Record Exam [GRE] or Miller Analogies Test [MAT]). Waiver petitions must be submitted in writing to the director of admission a minimum of ninety days prior to the application deadline date in order to allow sufficient time for testing in case the petition is denied.

Failure to submit required TOEFL, TWE (as required), and TSE (as required) scores may result in denial of admission or postponement of the application decision to a subsequent semester.

### Financial Requirements

After the Pre-Application Information Form has been received, the Application for Admission will be reviewed. If an international applicant is accepted, formal evidence must then be submitted through Trinity's Certification of Finances (COF) form that adequate financial resources for both educational and living expenses has been identified by the applicant. The COF is sent to the international applicant with his or her letter of acceptance.

The Certification of Finances (COF) must identify monies readily available for the first year of study and document additional funding for the duration of the student's program. Most international applicants, depending on anticipated living arrangements and the number of family members accompanying them to the United States, will need to identify available funds from US\$25,000 to US\$30,000 to satisfy this requirement.

At this time an accepted international applicant must also submit a US\$2,000 tuition deposit (fully refundable) before the Certificate of Eligibility (I-20) for a student visa will be issued.

### **Visa Requirements**

Trinity is authorized under U.S. law to enroll nonimmigrant alien students; however, these U.S. laws are becoming increasingly stringent. International students *must* enter the United States with an F-1 visa, which is granted by the U.S. government. Applicants already in the United States in a visa category other than F-1 (including F-2, B-1 and B-2) may be admitted as visiting students and take one or two occasional classes for credit as long as the classes will not later be applied toward a degree program and the studies are not the primary purpose for being present in the U.S. Failure to observe this limitation will place one's visa status in doubt and could jeopardize a student's ability to secure an F-1 visa in the future should their educational goals change.

A U.S. Immigration Certificate of Eligibility (I-20) will be issued by Trinity, enabling the international applicant to apply for an F-1 student visa, after the following have been met:

1. Applicant has demonstrated English language competence meeting or exceeding Trinity's standards
2. Applicant has been admitted as a student
3. Applicant has demonstrated adequate financial resources through a Certification of Finances
4. Applicant has submitted a US\$2,000 tuition deposit

In accordance with U.S. immigration law, Trinity does not allow nonimmigrant aliens to register as full-time or degree-seeking students without an F-1 visa. Permanent residents are exempt from these limitations, as are certain other visa statuses (i.e., R-1 or H1B). Further questions regarding visa status and eligibility to study at Trinity may be directed to Trinity's Admissions Office on campus. It is the responsibility of the student to maintain legal immigration status.

## **Admission Categories**

Admission to TEDS is either for program enrollment directly into a degree program, or in one of the following other categories for persons not wishing to pursue a master's degree.

### **Program Enrollment Students**

Persons applying and enrolling in a master's or doctoral program are considered Program Students and must complete the full application packet. Such students generally have met all program prerequisites and enroll in good standing. On occasion, a student may be admitted to a program but be assigned to one of the following categories: (a) academic probation when the prior academic record is below what is required for program admission (status is removed by the Records Office when 10 semester hours have been completed in good standing); (b) conditional acceptance when the application packet has not yet been completed in full (application packet must be completed during the first semester of enrollment, at which time the status is removed by the Admissions Office); and (c) acceptance with deficiencies when program prerequisites remain outstanding (prerequisite deficiencies must generally be removed before program candidacy).

### **Visiting Students**

Persons may apply for visiting student status if they wish to enroll in master's courses for credit on a part-time basis but not enroll in a degree program. Visiting students must submit the visiting student application and fee and an official transcript indicating a completed bachelor's degree. (Visiting students receive "conditional acceptance" until their bachelor's transcript is received.)

Visiting students may enroll in a maximum of 9 hours each semester. If a visiting student desires later to enroll in a degree program, the entire program application must be completed, and there is no guarantee of admission. Completed course work generally applies toward program requirements, though program applicants should particularly note program residency requirements (hours that must be completed subsequent to program admission).

Visiting student status in the Doctor of Ministry program is limited to two seminars and is not normally granted in the PhD program. Contact the Professional or Academic Doctoral Office for details.

### **Auditors**

Auditors are persons who wish to attend classes but do not wish to complete work for credit. Auditors must complete the visiting student application, though they need not have completed a bachelor's degree.

Auditors may enroll in classes during any open registration period through the first class session; however, their registration is contingent upon available seating after the first class meeting. This ensures that credit students are first seated, with remaining seats available to auditors. Some classes are closed to auditors, and Trinity reserves the right to limit auditors in all courses.

### **Special Students**

Special student status is assigned by the Admissions Office during the application process to persons who wish to enroll for course work but are not normal program students (such as ACTS cross-registrants or Trinity College students completing courses for credit). Special student status normally may not exceed one or two semesters.

### **Scholars-in-Residence**

Scholars-in Residence hold an earned or honorary doctorate and are persons who do not wish to pursue a doctoral degree at Trinity. Such persons may enroll in doctoral courses as an auditor or visiting student upon consultation with the Admissions Office and Program Director. Regrettably, Trinity is unable to provide stipends, housing, meals, office space, or other benefits to these persons.

## **Admission and Advanced Program Placement**

Upon acceptance applicants may find they are eligible for one of three types of advanced placement in their program: transfer credit, advanced standing, or course substitution.

### **Transfer Credit**

Accepted students may be eligible for transfer credit for graduate study completed at a regionally accredited institution when such course work parallels courses in the TEDS Catalog and has been completed at a “C-” or better grade level. Graduate transfer credit is not granted for undergraduate course work, graduate-level course work applied to an undergraduate degree, or generally for course work taken at nonaccredited graduate schools. Transfer credit is limited to a maximum of 50 percent of a degree.

Transfer credit is not automatic and is considered upon petition by the student generally at the time of admission. Transfer Credit Request forms are available online from the Records Office who evaluates the request at the direction of the Dean. All Trinity residency requirements must be met.

TEDS students desiring to complete a semester or year abroad should carefully arrange the application of this transfer credit **prior** to their departure. Such course work is generally applied to electives and may not be equivalent to required TEDS program courses.

### **Advanced Standing for Credit**

Advanced standing is available *only* to students enrolled in the MDiv program. Eligibility is determined by those who have taken undergraduate course work in excess of a standard bachelor’s degree (generally 126 semester hours) and have taken course work that would be repeated in their master’s program. Advanced standing is available only for core courses (not electives). A maximum of 15 semester hours may be granted. These hours are credited on the transcript toward the required number of hours in the program to which the student is admitted as “Advanced Standing.”

Requests for evaluation of advanced standing eligibility must be made to the Records Office subsequent to an accepted student indicating their intention to enroll by submission of the tuition deposit or during the first year of enrollment.

Advanced standing hours are credited after a written or oral assessment has been made by the department in which advanced standing is being considered. The assessment examination evaluates whether a student has the knowledge, competence, and skills provided by the specific course(s) for which advanced standing is being considered. The level of achievement on the examination that constitutes a Pass is determined by the department or department chair and is final. A student may be examined only once for each course. A Pass on the examination results in the posting of advanced standing hours; a Fail requires that the required course or a course substitute be completed. (Consult the “Finances” section of this catalog for the exam fee.)

### **Course Substitution and Program Modifications**

Students who have taken course work as part of their bachelor’s degree that would be repeated in their master’s program are encouraged to build on their previous studies by requesting permission to substitute advanced courses in the same department. Such substitutions are granted, without examination, in consultation with faculty. See the *TEDS Academic Handbook* for details.

## **Program Enrollment Changes**

Subsequent to admission, a student may desire, or find it necessary, to defer enrollment, apply for readmission, change their program, or transfer to another school in Trinity International University.

### Deferring Enrollment

Master's students may defer enrollment for up to two years from the semester to which they were originally admitted. Longer deferments require submission of a complete set of new application materials. A Supplemental Application may also be necessary.

If deferment is necessary, notify the Admissions Office, which will advise the applicant of any special instructions. Applicants are also responsible for contacting the Housing and Financial Aid offices, if necessary. The student's required program of studies is governed by the catalog current at the time of enrollment.

### Application for Readmission

A Supplemental Application is necessary when a student

- Is admitted but defers his or her admission from the original date of intended matriculation
- Officially or unofficially withdraws
- Completes one degree and wishes to enroll in a second degree

If more than two years lapse after the original acceptance, withdrawal, or completion of the first program, the applicant will be required to submit a complete set of new application materials. Students who are readmitted are subject to the program requirements of the catalog current at the time they reenroll.

### Change of Program (COP)

If after enrollment the student wishes to be admitted to a different program, the following apply:

1. All possible options should be considered in consultation with a faculty advisor, an admissions counselor, and a Records Office counselor in light of application of course work already completed.
2. Admission to one TEDS program does not guarantee admission to another program. All admission requirements for the new program must be met.
3. At least one semester (10 semester hours or more) of TEDS course work must be completed before a COP application will be considered, together with the reporting of that semester's grades.
4. A student may submit a COP application to the Admissions Office any time during the year. The official date of entry into a new program will be determined by the date the application is submitted and may be retroactive to the beginning of the semester in which it is submitted, when submitted by the end of Quad A of that semester.
5. The catalog current at the time of admission to the degree program, not the catalog in effect at the time of original enrollment, will govern the student's new program.
6. If a COP application is denied, an applicant may submit a letter of appeal within ninety days to the Director of Admission.

### Interschool Transfer

Contact the Admissions Office for detailed information about transferring from one school to another within Trinity International University (e.g., transferring from the Divinity School to the Graduate School).

## Preparing for Seminary Studies

Persons anticipating enrollment in seminary are encouraged to incorporate the following ideas if still completing undergraduate work.

1. A **broad undergraduate liberal arts background** in the humanities and in the natural and social sciences will assist in understanding and relating to persons in all walks of life and in various cultures.
2. A **developed ability to think independently and critically** and to communicate effectively is necessary for graduate work. Effective communication, including excellent English writing skills, will enable the student to engage well the issues and ideas of graduate education. If writing skills are particularly weak, a student may be asked to complete additional study in English composition.
3. **Biblical language study**, particularly biblical Hebrew and Greek, is a distinctive of TEDS and is required in several TEDS programs; modern language study is essential for those anticipating intercultural ministry or pursuing advanced academic degrees. Language requirements are often the aspect of the program curricula that either facilitates or delays timely program completion. Students are well advised to exercise careful discernment in following the counsel of faculty and department members related to these requirements. See the "Biblical Languages" in the Academic Life section in this catalog, as well as the Program section of the catalog, for specific requirements.

4. A strong **understanding of English Bible content** through personal study or formal course work will provide a adequate background for Bible and theology courses. If an applicant's undergraduate program includes courses that parallel required TEDS courses, opportunities for course substitution or advanced standing are possible.
5. **Program-specific undergraduate prerequisites**, particularly in the Master of Arts programs, often call for particular course work. Completion of these courses will enable admission without deficiency. Otherwise, additional course work at Trinity to remove deficiencies may be required.
6. In addition, the following **reading list for seminary preparation** represents a selection of basic Bible, theology, and writing works that provide excellent background for the incoming seminary student. These volumes are particularly helpful for those who do not have a Christian college background.

#### **Theology:**

Augustine. *Confessions*.

Chesterton, G. K. *Orthodoxy*.

Grenz, Stanley J., et al. *Pocket Dictionary of Theological Terms*.

Demaray, Donald E. *Basic Beliefs: An Introductory Guide to Christian Theology*.

Niebuhr, H. Richard. *Christ and Culture*.

Oswalt, John. *Called to Be Holy*.

Packer, James I. *Knowing God*.

Packer, J. I. and Thomas C. Oden. *One Faith*.

Phillips, Timothy, and Dennis Okholm. *A Family of Faith: An Introduction to Evangelical Christianity*.

Stott, John. *Basic Christianity*.

Thielicke, Helmut. *A Little Exercise for Young Theologians*.

Van Gemeren, Willem. *The Progress of Redemption*.

#### **Christian Living and Worldview:**

Bonhoeffer, Dietrich. *The Cost of Discipleship*.

Brother Lawrence. *The Practice of the Presence of God*.

Carson, Don, and John Woodbridge. *Letters Along the Way*.

Forsyth, P. T. *The Soul of Prayer*.

Jenkins, Philip. *The Next Christendom: The Coming of Global Christianity*.

Kempis, Thomas. *The Imitation of Christ*.

Law, William. *A Serious Call to a Devout and Holy Life*.

Lewis, C. S. *Mere Christianity*.

Nouwen, Henri. *The Wounded Healer and Reaching Out*.

Sire, James. *The Universe Next Door*.

Tozer, A. W. *Knowledge of the Holy*.

Wilberforce, William. *Real Christianity*.

Wolters, Albert. *Creation Regained: Biblical Basics for a Reformational Worldview*.

#### **Bible Study:**

*The New International Version Study Bible*.

Newbigin, Lesslie. *A Walk Through the Bible*.

#### **Writing and Research:**

Booth, William. *The Craft of Research*.

Hacker, Diane. *The Pocket Style Manual*.

Turabian, Kate. *A Style Manual for Writers*.

Zinsser, William. *On Writing Well*.