



SPECIAL STUDENT APPLICATION GUIDELINES & DEADLINES

Instructions

Please complete all information requested on the application form. If you have any questions, please contact the Admissions Office at the email address or phone number listed below. The Admissions Committee can only review complete admissions files, which include all the required materials listed below.

Checklist

- 1. Application Fee:** Please submit a \$50 check or money order payable to Andover Newton Theological School. This fee is non-refundable.
- 2. Application Form:** Please complete the Special Student application for admission thoroughly, including your signature, date and entry point.
- 3. Reflections Essay:** Please address all areas listed on the application form, where you will find detailed instructions. The required length for the Reflections Essay is 250 – 500 words, on double-spaced pages.
- 4. Official Transcripts:** All official transcripts of academic work completed since high school are required. Official transcripts have the official college seal and signature, and must be mailed directly to Andover Newton's Admissions Office from the issuing institution. Applicants who are currently enrolled at another school should submit an official transcript of their course work through the preceding semester. It is the student's responsibility to forward the final official transcript to Andover Newton upon completion of the degree program.
- 5. Letter of Recommendation:** One letter of recommendation is required from a pastor or church official. To be considered, the recommendation must be current, dated within a year at time of receipt. Please be sure to sign and date the section of the recommendation form that indicates whether or not you waive your right to access the completed recommendation.

Deadlines

Applications are reviewed on a rolling basis. Admissions decisions are usually made within 3-4 weeks of receiving a complete admissions file.

Please submit all application materials by, or before, the deadline to:

Admissions Office

Andover Newton Theological School

210 Herrick Road, Newton Centre, MA 02459-2243

617-964-1100 ext. 2430 or 1-800-964-2687 ext. 2430

FAX: 617-831-1630 or admissions@ants.edu.