



## ADMISSIONS PROCEDURES FOR DEGREE CANDIDATES (U.S. Citizens)

### INSTRUCTIONS:

Please complete all information requested on the application form. If you have any questions, please contact the Admissions Office at the e-mail address or phone number listed below. The Admissions Committee can only review **complete** admissions files, which include all the required materials listed below. **Note: All submitted application materials become the property of Andover Newton Theological School and cannot be returned.**

### CHECKLIST:

1. **APPLICATION FEE:** Fee of \$50 payable on-line upon completion of the application. THIS FEE IS NON-REFUNDABLE.
2. **APPLICATION FORM:** Please thoroughly complete the application form, including your acknowledgement, date, and entry point.
3. **PERSONAL REFLECTIONS:** Please address all areas listed on the application form, where you will find detailed instructions. Note that there are separate requirements for each degree program.
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. **LETTERS OF RECOMMENDATION:** We require three letters of recommendation. At least one recommendation must be from a pastor, church official or other professional (including but not limited to a university professor) trained in theology. People who have recently worked closely with the applicant in either an academic or professional capacity should make the other recommendations. 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 information contained therein.

*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](mailto:admissions@ants.edu).