

## **Application Requirements**

Application requirements differ depending on the academic program. Click on the degree to which you are applying for additional instructions.

Note: Applications that do not include all required materials will not be reviewed by the Admissions Committee.

Master of Arts in Christian Education (MA)

### **AUTOBIOGRAPHICAL STATEMENT**

You are required to write an autobiographical essay as part of the admission process which will become the property of the ITC. Please note that this portion of your application is extremely important. We urge you to take care in the preparation of this essay. The Committee reviewing your application will be assisted in its decision by a brief and well-written essay from you. Your essay must be typed and double-spaced, should not exceed four (4) pages, and should include responses to all of the following:

- Give a brief but reasonably account of your life up to the present time.
- Tell of your own growth and development. Include relationships to family and other significant persons.
- Describe major experiences that have affected your life and your view of God and the world.
- Describe your religious background. If you have decided on Christian Ministry, what was the process involved in your choice?
- What was the process involved in your decision to study at the ITC?
- If you have not decided on Christian ministry, what was the process involved in your decision to study at the ITC?
- What are your plans beyond seminary?

### **REQUIRED RECOMMENDATIONS**

Your three references should be completed on the recommendation forms provided online. If you send the recommendation form with your application, it must be in a sealed envelope the signature of the person recommending you on the seal flap. Recommendations should be completed by three different persons, preferably a current or former employer, a minister or church official, and a former professor.

### **ACADEMIC TRANSCRIPT**

Official transcripts from all previous colleges, universities, graduate schools and seminaries must be submitted, regardless of when you attended, how many hours you earned or whether you earned a degree. Official transcripts should be sent directly to ITC from these institutions electronically or via mail. If you are currently enrolled at an institution, please send an official transcript of your work to date and ask that a transcript be sent promptly following the completion of the term and/or conferral of a degree.

Electronic transcripts should be sent directly from the institution to [admissions@itc.edu](mailto:admissions@itc.edu).

Send hard copies of transcripts to:

**Interdenominational Theological Center  
Office of Admissions  
700 Martin Luther King, Jr., Drive NW  
Atlanta, Georgia 30314**

### **STATEMENT OF TOTAL PROGRAM**

Please write your Statement of Total Program on a separate sheet, attach it to this form, and submit both to the Office of MA in Christian Education Degree.

### **TRANSFER APPLICANTS**

Transfer students will be asked to submit a hard-copy letter of good standing from the institution from which they hope to transfer.

### **INTERNATIONAL APPLICANTS**

Applicants whose native language is not English, you are required to take the Test of English as a Foreign Language (TOEFL) as part of the application process.

It is strongly recommended that international students begin the admission process at least six months to one year prior to the application deadline.

### **Pay the Application Fee**

Once you've submitted your application, you can call the Office of Financial Services at 404.527.7723 to pay the \$50.00 application fee.

Or, send a check or money order, made payable to the Interdenominational Theological Center, to:

**Office of Admissions  
Interdenominational Theological Center  
700 Martin Luther King, Jr., Drive, NW  
Atlanta, Georgia 30314**

**Check the Status of Your Application**

Please contact the Office of Admissions at 404-527-7793.