

# METHODIST THEOLOGICAL SCHOOL

IN OHIO

3081 Columbus Pike, Delaware, Ohio 43015  
(740) 363-1146 • [www.mtso.edu](http://www.mtso.edu)

## **Application for Admission**

Thank you for your interest in pursuing graduate theological education at Methodist Theological School in Ohio. The following information outlines our application procedure. If you have questions, please contact the Office of Admissions at 800-333-6876 or [admit@mtso.edu](mailto:admit@mtso.edu).

## **Application Contents**

For admission consideration, the following items must be submitted to Methodist Theological School in Ohio:

- Application form – please print or type in ink
- \$35 application fee
- A written statement
- A current résumé or curriculum vita
- Three reference letters (forms are provided with this application)
- Official transcripts
- Background check authorization
- International student form (for international applicants only) and supporting documentation as listed

## **Application Procedure**

After your completed application and supporting materials are received by Methodist Theological School in Ohio, your file will be reviewed by the Director of Admissions and at least two faculty members responsible for making admissions decisions. The Admissions Committee convenes at the end of each month. Once a file is complete, it is normally reviewed at the next scheduled meeting.

Admitted students are required to submit a \$100 non-refundable enrollment deposit. This fee will be credited to your first bill for tuition.

Applicants for the Master of Arts in Counseling Ministries program must complete an interview with the program director. Applicants for other programs and non-degree applicants may also be contacted for an interview with the director of admissions or other members of the Admissions Committee prior to a decision regarding the applicant's admission.

Accepted students may apply for scholarships, financial aid, student work study employment and on-campus housing. All master's degree students taking at least 4.5 credit hours per term (Fall Semester and Spring Semester) are required to enroll in a health insurance plan offered through Methodist Theological School in Ohio unless they show proof of coverage with another provider.

All materials submitted in support of an application for admission to any degree program are considered the sole and confidential property of Methodist Theological School in Ohio and cannot be returned or provided to third parties. In order to permit the writing of thoughtful references without fear of recrimination, applicants do not have access to admissions files.

Methodist Theological School in Ohio reserves the right to deny admission to any applicant or to discontinue the enrollment of any student whose personal actions are deemed to be detrimental to its community or whose academic performance is below requirements. The school also reserves the right to determine, in its sole judgment, whether an applicant is a suitable candidate for a specific degree program or for the vocation which

the program represents.

Methodist Theological School in Ohio does not unlawfully discriminate in the administration of its employment, educational and admission policies.

### **International Students**

International students are required to submit evidence of English language proficiency and complete documentation of financial support. Please see the International Student Application Form for more information. For Fall admission consideration, international applicants must have their files completed by January 1; completed applications are reviewed on Feb. 1 for enrollment in the following Fall Semester. For Spring admission consideration, files must be completed by July 1.

### **Timelines for application**

- College students should apply for admission late in their junior year, or as early as possible in their senior year.
- College graduates or transfer students from another graduate school should apply four to six months prior to the beginning of the term in which they intend to enroll.
- International students are urged to apply at least one year prior to enrollment.

### **Application Instructions**

Please send all materials to:  
Office of Admissions  
Methodist Theological School in Ohio  
3081 Columbus Pike  
Delaware, OH 43015

*Application form and fee:* Mail to the Office of Admissions

*Official transcripts:* You must arrange for **each** college, university and graduate school you have **attended** to mail an official transcript of your complete academic record to Methodist Theological School in Ohio. **Only transcripts mailed directly to us from another school are considered official.** **ALL** coursework completed at the college level or higher requires documentation on an official transcript to be received in the Office of Admissions, regardless of when you attended and whether you earned a degree.

*Written statement:* Please prepare and submit a statement (1000-2000 words maximum) explaining your rationale for seeking a graduate theological degree at Methodist Theological School in Ohio. What is your understanding of the level of commitment that this will require? What are your greatest strengths and the areas where you need personal growth? Include comments on your vocational goals and how you came to decide upon those goals. This statement may be mailed to the Office of Admissions, or emailed as a Microsoft Word Document attachment to [admit@mtso.edu](mailto:admit@mtso.edu).

*Current résumé or curriculum vita:* This document may be mailed to the Office of Admissions, or emailed as a Microsoft Word Document attachment to [admit@mtso.edu](mailto:admit@mtso.edu).

*Reference Letters:* Three letters of reference, addressing personal, academic and spiritual qualities are required. See below for specific reference requirements for each degree program. Those completing your recommendation should complete the official form enclosed and attach a letter. Occasional applicants are not required to submit references with their applications.

*Academic:* An academic reference is a professor who has taught the applicant in class and can attest to

the applicant's research, writing and academic abilities. An academic letter of reference must be received on the letterhead of the referee's institution.

*Personal:* A personal reference is someone who can attest to your personal qualities that make you an excellent candidate for the program to which you are applying. This reference may be a member of the clergy.

*Professional:* This should be an academic, clergy, or lay supervisor familiar with your work habits and vocational responsibilities.

Master of Divinity\*\*

One academic reference  
One professional reference  
One personal reference, who is a member of the clergy

Master of Divinity/Master of Theological Studies  
Two academic references  
One personal reference, who is a member of the clergy

Master of Theological Studies

Two academic references  
One personal or professional reference

Master of Divinity/Master of Arts in Counseling Ministries  
One academic reference  
One professional reference  
One personal reference, who is a member of the clergy

Master of Arts in Counseling Ministries

One professional reference  
One academic reference  
One personal reference

Master of Divinity/Master of Arts in Christian Education  
One academic reference  
One professional reference  
One personal reference, who is a member of the clergy

Master of Arts in Christian Education

One professional reference  
One academic reference  
One personal reference

\*\*If an M.Div. applicant has been out of school 10 or more years, he or she may substitute two professional references and one personal reference who is a member of the clergy for the required Academic Reference. In addition, all applicants who do not have an academic reference must submit a 1500-2000 word essay on a topic to be assigned by the Director of Admissions. This is separate from the written statement required for your application file. Please contact the Admissions Office at [admit@mtso.edu](mailto:admit@mtso.edu) for further information.

*Background check authorization*

Once a master's degree-seeking applicant has been accepted by the Admissions Committee, preliminary admission will be granted based on successful completion of a background check. An applicant's signed permission statement will provide the appropriate agreement necessary to perform a basic background check on the following items: criminal records (national and regional); civil records; Social Security number validation/verification; educational credentials; and professional credentials (if applicable). Results of this check are reported directly to Methodist Theological School in Ohio. Matriculation and continued enrollment are contingent on the resolution of any resulting issues.