

Office of Admissions and Financial Aid
PO Box 750133 ▪ Dallas TX 75275-0133
5915 Bishop Blvd. ▪ Dallas TX 75205
214.768.2293 ▪ 1.888.THEOLOG(Y) ▪ 214.768.THEO ▪ Fax: 214.768.4245
E-mail: theology@smu.edu ▪ Web site: smu.edu/perkins

APPLICATION PROCEDURE

Perkins School of Theology welcomes applications from qualified applicants who meet the criteria for admission for graduate theological education. We will provide assistance to all applicants throughout the entire application process.

The application procedure includes completing an application form and supporting documents and submitting them to the Office of Admissions and Financial Aid. Your letters of recommendation and all official transcripts should come directly to Perkins. As we receive different parts of your application, you will be notified via e-mail. If you have any questions or concerns about your application, please contact us 8:30 a.m. – 5 p.m., Central Standard Time, Monday – Friday.

APPLICATION CONTENTS

For admission consideration, the following information must be provided:

- Application Form
- \$50 Application Fee
- Official Transcripts
- Four Letters of Recommendation
- Application Essays (see page 6)
- TOEFL/TWE Scores (international applicants) (Perkins/SMU School Code: 6660)
- M.S.M. applicants must include a complete listing of major musical works and an audition tape, if not auditioning in person. (See audition requirements at smu.edu/msmaudition.)

When an application is complete, it will be reviewed by the Admissions Committee. The Committee normally takes two to three weeks to determine an applicant's admission status. You will be notified as soon as a decision has been made on your application.

If admitted, you will be asked to return an Intent to Enroll form within three weeks of receiving your acceptance letter or financial aid award.

APPLICATION INSTRUCTIONS

Application Form. Submit a completed application form with the \$50 nonrefundable application fee to the Office of Admissions and Financial Aid. Please be sure to include your application essays.

Official Transcripts. Official transcripts from all previous community colleges, colleges, universities, graduate schools and seminaries must be submitted regardless of when you attended, how many hours were earned and whether a degree was granted. The colleges or universities should mail the official transcripts directly to Perkins.

Letters of Recommendation. You must provide four (4) letters of recommendation. The letters should come from your pastor or a minister who knows you best, two professors (or two professional employment colleagues) and a lay leader in your church. The Letters of Recommendation forms should be provided to the persons that you list in the Letters of Recommendation section of the admission application. Recommendation forms and letters should be submitted by fax or regular mail only. *Those completing your recommendation should complete the enclosed recommendation form and attach a letter.* All applicants are responsible for ensuring that your recommenders complete both the form and a letter of recommendation.

Application Essays. You must submit typed, double-spaced essays. These required essays are an important part of the application, so please carefully consider your response with attention given to content, grammar and organization. Please see page 6 for more information.

Important Dates and Deadlines

While we have a rolling admission process by which we consider completed applications for the upcoming term, we have deadlines to help you for consideration for admission and/or financial aid:

- Dec. 15** International Application deadline (fall enrollment only)
- Jan. 1** First day to file FAFSA to be considered for Perkins need-based grants (fall enrollment only)
- Feb. 1** Last day applications may be completed for consideration for a merit scholarship from Perkins (fall enrollment only)
- Feb. 1** Housing application and deposit should be sent to the SMU Office of Residence Life and Student Housing
- March 1** Last day to file FAFSA to be considered for Perkins need-based grants (fall enrollment only)
- May 1** Application deadline for Dallas campus for fall enrollment
- July 1** Application deadline for Houston-Galveston extension program for fall enrollment
- Nov. 1** Application deadline for spring enrollment (Dallas and Houston-Galveston)

CAMPUS VISITS

Although formal interviews are not required for admission, prospective students are encouraged to visit by registering for an Inside Perkins event in the fall or spring. These events enable you to discover the wealth of resources available at Perkins for theological education and preparation for ministry. Inside Perkins events are held each year in Dallas and Houston-Galveston. In addition to Inside Perkins events, we offer one-day visits on the Dallas campus. During either campus visit opportunity, you can meet current students, attend class, talk with faculty, experience community worship and learn about the abundant financial aid available to you. Lodging and meals are provided. Register for Inside Perkins or a one-day visit to the Dallas campus at smu.edu/insideperkins.

FINANCIAL AID

Perkins School of Theology offers financial aid to degree students consisting of need-based or merit-based awards. Nondegree students are not eligible for financial aid.

Merit-Based Fellowships and Scholarships. (Awarded by the Scholarship Committee for fall enrollment only.) Incoming admitted students who will enroll for full-time study are considered for merit-based scholarships. If you have a 3.20 cumulative grade point average or above from your previous academic work, you automatically will be considered for one of these scholarships. There is no separate scholarship application. It is important that you complete your application no later than February 1 for consideration. Once you receive an award, it is renewable each year with satisfactory academic progress: 3.00 cumulative SMU Perkins grade point average for Dean's Honor Scholars; 3.20 SMU Perkins cumulative grade point average for Prothro Scholars.

Need-Based Perkins Tuition Grants. (Available to qualified applicants who have completed the Free Application for Federal Student Aid [FAFSA].) You must complete this process via the Internet at fafsa.ed.gov. When you have been admitted to Perkins and your FAFSA results have been received, the Office of Admissions and Financial Aid may offer an award if need is demonstrated and as funds are available. Grants will be awarded annually on a "first-come, first-served" basis. You should be admitted to a specific degree program and complete the FAFSA as soon as possible after January 1, but no later than March 1 for fall enrollment. The SMU school code is 003613.

Perkins Annual Conference Endowment (PACE) Grants. Additional need-based grants are available from Perkins for students from the following Annual Conferences of the United Methodist Church: Texas, North Texas, Central Texas, Southwest Texas, Northwest Texas, Nebraska, New Mexico, Missouri, Oklahoma and Louisiana. Amounts vary per conference endowment. Grants will be awarded annually on a first-come, first-served basis after review of your new FAFSA results beginning January 1 and continuing through March 1 as funds remain available. Applicants must be admitted to a specific degree program no later than March 1. Dean's Honor Scholarship recipients may apply for these PACE Grants.

CERTIFICATE PROGRAMS

Perkins School of Theology offers six certificate programs. Each certificate program prepares students for specialized ministries in a variety of settings. The certificate programs are:

- African American Church Studies
- Hispanic Studies
- Urban Ministry
- Anglican Studies
- Pastoral Care
- Women's Studies

Please visit smu.edu/theologycertificates or call 214.768.2293 to learn more about these programs.

CAMPUS HOUSING

Limited graduate housing is available to single and married students and families. A housing application may be requested by contacting the SMU Residence Life and Student Housing Office at housing@smu.edu or by calling 214.768.2407. Housing is made available on a first-come, first-served basis. You must be accepted to Perkins before you can be considered for campus housing. We recommend that you submit your housing application and deposit by February 1.

SMU also offers a wide range of apartments near campus for lease. For more information on campus housing and the SMU Apartments, please visit smu.edu/apartments.

INTERNATIONAL STUDENTS (M.T.S., C.M.M. and M.S.M. only)

The recruitment and admission of international students at Perkins School of Theology have as their primary purpose the preparation of leaders in theological education and ecclesiastical service in the student's country of origin. All international students admitted are required to return to their home country immediately following the completion of their study.

Given the stated purpose of the international student program and because international students normally are admitted for two years of study, international students ordinarily will not be admitted to the Master of Divinity (M.Div.) degree program. Rather, the Perkins international student program is meant for those pursuing the Master of Theological Studies (M.T.S.), Master of Church Ministries (C.M.M.) or Master of Sacred Music (M.S.M.) degree programs. International applicants who seek admission to the M.T.S. program must have a four-year or equivalent university-level theological degree. Likewise, international applicants who seek admission to the M.S.M. program must have a four-year or equivalent university-level music degree. Those wishing to apply for the C.M.M. program must have a four-year or equivalent university-level degree.

A limited number of international students who are offered admission for two years of study, also are provided with an International Scholarship. All admitted international students will be required by the U.S. government to provide proof of financial support for the first year of study for items not covered by a scholarship from Perkins. Proof of financial support must be provided before visa documents are issued. A recent TOEFL (Test of English as a Foreign Language) score and TWE (Test of Written English) score are required of all international applicants for whom English is not the official language of their country of origin. The minimum acceptable TOEFL score is 600 for a paper-based test, 250 for a computer-based test or 100 for an Internet-based test. The TOEFL is offered in many locations throughout the world. For more information about this test, please visit toefl.org.

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 \$50 Nonrefundable Application Fee Enclosed

 Date of Application _____
For office use only
DEGREE SOUGHT *(Please type or print clearly.)*

Please indicate which degree and specify which track or area of specialization where applicable.

- | | | |
|--|---|--|
| <input type="checkbox"/> Master of Divinity | <input type="checkbox"/> Master of Theological Studies | <input type="checkbox"/> Master of Sacred Music (Dallas only) |
| <input type="checkbox"/> Master of Church Ministries | <input type="radio"/> Church Music and Worship Concentration | <input type="radio"/> Organ <input type="radio"/> Choral/Vocal |
| <input type="radio"/> Christian Education Track | <input type="checkbox"/> Nondegree | (Circle one) |
| <input type="radio"/> Urban Ministry Track | <input type="radio"/> Basic Graduate Theological Studies (____ Hrs.) | Soprano Alto Tenor Bass |
| | <input type="radio"/> Special Student | |

LOCATION

-
- Dallas Campus
-
- Houston-Galveston Extension Program

EXPECTED TERM OF ENROLLMENT

TERM (FALL OR SPRING) _____ YEAR _____

ANTICIPATED STATUS

-
- Full-time
- (9-12 hours per term, Dallas only)*
-
- Part-time
- (3-6 hours per term, Dallas or Houston-Galveston)*

GENERAL INFORMATION

LEGAL NAME Last (Surname) _____ First _____ Middle _____

Previous Last Name (if applicable) _____ Preferred First Name _____

SOCIAL SECURITY NUMBER _____ E-MAIL ADDRESS (required) _____

PHONE Home _____ Business _____ Cell _____ Permanent Phone _____

CURRENT ADDRESS Street _____ Apt. _____ City _____ State _____ ZIP/Postal Code _____ Valid Until _____

PERMANENT ADDRESS Street _____ Apt. _____ City _____ State _____ ZIP/Postal Code _____

 Are you a citizen of the United States? Yes No If not, are you a permanent resident of the United States? Yes No
 If neither a citizen nor permanent resident of the United States, please list your country of citizenship and visa type/status.

COUNTRY _____ VISA TYPE/STATUS _____

OPTIONAL PERSONAL INFORMATION
Providing this information is voluntary. The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

Gender Male Female DATE OF BIRTH (MM/DD/YYYY) _____

 Are you married? Yes No If so, name of spouse/partner _____

Prominent Ethnic Background

- | | | |
|---|---|---|
| <input type="checkbox"/> African-American/Black, Non-Hispanic | <input type="checkbox"/> Native-American | <input type="checkbox"/> Asian-American/Pacific Islander/Hawaiian |
| <input type="checkbox"/> White, Non-Hispanic | <input type="checkbox"/> Hispanic/Latino/Latina | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Prefer not to specify | | |

RELIGIOUS DENOMINATION _____ ANNUAL CONFERENCE, SYNOD, DIOCESE, ASSOCIATION, ETC. _____

LOCAL CHURCH WHERE YOU HOLD MEMBERSHIP Church _____ Address _____

MINISTERIAL STATUS (Lay member, ordained, licensed pastor, deacon, elder, etc.)

Date of membership/ordination/licensing

If not yet ordained, do you plan to be? Yes No Undecided

If United Methodist, are you in the candidacy process? Yes No If yes, which step? Inquiring Exploring Declared Certified

If United Methodist and seeking ordination, which order? Elder Deacon

ACADEMIC BACKGROUND

How did you first learn of Perkins? (i.e., Web site, pastor, alumni, Exploration, Walk to Emmaus) _____

Have you previously applied to Perkins School of Theology? Yes No If yes, when? _____

Have you visited Perkins? Yes No If yes, was it at Inside Perkins Individual visit Other _____

Have you ever been denied admission to Perkins or any other seminary? Yes No

If yes, when and which institution? _____

Did you begin your studies at another seminary? Yes No If yes, please explain reason for leaving by attaching a written account.

Do you plan to apply for transfer credit from another A.T.S.-accredited theological institution? Yes No If yes, how many hours? _____

If yes, please supply a letter of good standing from your transfer institution.

Have you ever been placed on academic probation, suspended, expelled or withdrawn from any institution of higher education?

Yes No If yes, please attach a separate statement of explanation.

Have you ever been arrested, cited or charged with any violation of the law? Yes No If yes, please attach a supplementary letter explaining your situation.

TRANSCRIPTS (Bachelor's degree required)

List all colleges, universities, seminaries and graduate schools attended, whether or not you graduated. Have your college registrar(s) send official transcript(s) to the Office of Admissions and Financial Aid. International applicants must include an English translation of all transcripts, if not already in English. Also, international applicants must request that their school(s) supply the Office of Admissions and Financial Aid with information that explains their school's grading system.

SCHOOL NAME LOCATION

DATES ATTENDED DEGREE MAJOR DATE GRADUATED

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DATES ATTENDED DEGREE MAJOR DATE GRADUATED

LETTERS OF RECOMMENDATION

Please distribute the enclosed Letter of Recommendation forms to the four recommenders whom you list below. Please complete the applicant information at the top of the form and remind each recommender that he or she must complete the recommendation section of the form and return it along with a separate recommendation letter to the Office of Admissions and Financial Aid. Relatives will not be accepted as recommenders. Nondegree applicants may have one pastor and one academic recommendation in lieu of the standard four.

Pastor, chaplain or minister who knows you best

NAME	POSITION	CHURCH, SCHOOL OR ORGANIZATION
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Two professors from your college or university career best acquainted with you and your academic work

For applicants who have been out of school for five (5) years or more, professional employment references may be substituted.

NAME	POSITION	SCHOOL OR ORGANIZATION
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NAME	POSITION	SCHOOL OR ORGANIZATION
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A person in lay leadership in your church

NAME	POSITION	NAME OF CHURCH
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INTERNATIONAL APPLICANTS ONLY

PURPOSE STATEMENT FOR INTERNATIONAL STUDENTS

The recruitment and admission of international students at Perkins School of Theology have as their primary purpose the preparation of leaders in theological education and ecclesiastical service in the student's country of origin. All international students admitted are required to return to their home country immediately following the completion of their study.

PERSONAL INFORMATION

Provide the following information for each family member who will come with you, if admitted, to the United States:

NAME/RELATIONSHIP	DATE OF BIRTH	CITY AND COUNTRY OF BIRTH
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NAME/RELATIONSHIP	DATE OF BIRTH	CITY AND COUNTRY OF BIRTH
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NAME/RELATIONSHIP	DATE OF BIRTH	CITY AND COUNTRY OF BIRTH
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ENGLISH PROFICIENCY

You must pass the Test of English as a Foreign Language (TOEFL) examination with a minimum score of 600 for the paper-based test, 250 for the computer-based test or 100 for the Internet-based test, and provide official records of your score. In addition, you must take the Test of Written English (TWE) exam and provide official records of your score. If you are from a country where English is the official language, you do not need to take these exams.

TOEFL	_____	_____	TWE	_____	_____
	DATE OF EXAMINATION	SCORE		DATE OF EXAMINATION	SCORE

ENDORSEMENT INFORMATION

What institutional official (university or seminary professor or administrator) or church official (bishop, moderator, other) endorses you for theological training in the United States?

NAME	POSITION/TITLE	INSTITUTION
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PHONE	FAX	E-MAIL
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STREET ADDRESS	CITY	STATE	ZIP/POSTAL CODE	COUNTRY
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SIGNATURE OF OFFICIAL	DATE
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APPLICATION ESSAYS

All three essays should be typed and double-spaced. These required essays are an important part of the admission application, so please carefully consider your response. If you are an international applicant, please include a statement of your intent to return immediately to your home country following the completion of your degree.

1. THEOLOGICAL REFLECTION ESSAY (for all degree applicants)

Please read the article posted at smu.edu/perkinseessay and respond to the question posed at the end of the article. Your typed, double-spaced essay response should be no more than one page. (If you do not have Internet access, please contact the Office of Admissions and Financial Aid for a copy that can be mailed.)

2. PERSONAL STATEMENT ESSAY (for all applicants)

For M.Div. Applicants

Please write a two-page essay on how God is at work in your life, and how this motivates you to apply for admission. This essay should include the following: **1]** your major studies and interests in college and extracurricular activities, **2]** the focus of your activities if you have been out of college for one year or more, **3]** your experiences in church work or other types of service, **4]** your experiences in business and secular employment, **5]** your current status with your denomination in preparation for ministry if you plan to seek ordination.

For C.M.M. Applicants

Please write a two-page essay on how God is at work in your life, and how this motivates you to apply for admission. Your essay should specifically address how your vocational goals, college studies, employment and church experience relate to your choice of either the Christian Education or Urban Ministry track of the C.M.M. degree.

For M.T.S. Applicants

Please write a two-page essay on how God is at work in your life, and how this motivates you to apply for admission. Your essay should describe your interest in advanced theological study, indicating which discipline or area of concentration (Bible, Theology/Ethics, History, Ministerial Studies) you hope to focus on during your course of study. Please be specific about your particular research or scholastic interests. (Note that the M.T.S. concentration in Church Music and Worship requires a Master's degree in Music.)

For M.S.M. Applicants

M.S.M. applicants must include a complete listing of major musical work and an audition tape, if not auditioning in person. Please see the audition requirements for both the Choral/Vocal and Organ concentrations at smu.edu/msmaudition.

Please write a two-page essay about how your vocational goals, formal music background and education, church experience and service in worship have motivated you to apply for admission. Specifically, your essay should include the following: **1]** how God is at work in your life, **2]** your music education level and experience, **3]** your choice of M.S.M. concentration (Organ or Choral/Vocal), **4]** your vision of the particular ministry.

For Nondegree Applicants

Write a one-page essay explaining your plans for study at Perkins School of Theology. Describe your interest in theological study, including the specific course(s) for which you plan to enroll and how this coursework relates to your vocational goals or personal enrichment.

3. PERSONAL ASSESSMENT ESSAY (for all applicants)

In a one-page, double-spaced essay, describe any personal accomplishments, experiences or aspect of your background – including family educational background, socioeconomic history, personal hardship experiences and/or ethnic background – which you believe will contribute a distinctive perspective that can add to the diversity of the SMU/Perkins educational environment. Explain how your accomplishments, experiences or background have affected your viewpoints and how your perspective will enhance the learning atmosphere at the Perkins School of Theology. Specifically, what perspective will you bring to Perkins' academic community, including the classroom, that you believe might otherwise be missing or underrepresented?

EMPLOYMENT, LEADERSHIP, CHARACTER AND COMMUNITY INVOLVEMENT

Current Employment/Profession

PROFESSION/EMPLOYER NAME	CITY	STATE	LENGTH OF CURRENT EMPLOYMENT
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1. Please provide a list of honors and awards that demonstrate qualities of character and leadership.
2. Please list any leadership positions held within the church/community, including extracurricular, volunteer and service activities. You may include religious work in which you were involved in college.

OTHER INFORMATION

Financial Situation

Give information on financial resources, indebtedness, if any, and plans for financing your Perkins education, including requests for outside scholarships and/or loan funds, etc., that you plan to make.

Housing (Dallas only)

Campus housing is available for single students, married students with no children and students with no more than two children. An SMU housing application will be sent to those interested in campus housing at the time of admission. Please indicate your plans for housing.

- Graduate campus housing (full-time)
- Rent/own off-campus apartment or house
- Graduate commuter housing (2-3 nights a week, for those living two or more hours away from Dallas)
- Other _____

Other Helpful Information

If you are applying to other seminaries, please indicate which ones.

Please provide the names of any students, alumni or friends of Perkins who influenced your decision to apply for admission.

Please provide any additional information you would like to share with our Admissions Committee about your academic background, your employment history, service to the church/community or other information not shared in other parts of this application.

Recent photo enclosed? (Optional) Yes No Recent résumé enclosed? Yes No

REQUIRED SIGNATURE

I certify that the above information and accompanying documents are accurate and complete. I hereby apply for admission to Perkins School of Theology.

Signature _____ Date _____

Please enclose a nonrefundable \$50 application fee, made payable to Perkins School of Theology.

*The primary mission of Perkins School of Theology,
as a community devoted to theological study and teaching
in the service of the church of Jesus Christ,
is to prepare women and men for faithful leadership in Christian ministry.*

*Perkins School of Theology affirms its relationships
to the community of learning that is Southern Methodist University,
to the universal church (inclusive, ecumenical and global),
to The United Methodist Church specifically, and to its particular geographical
and cultural setting in the southwestern United States.*

*These relationships are sources of strength and avenues
of service for the school as it pursues its twin tasks
of theological reflection and theological education to the glory of God.*



SMU | PERKINS
SCHOOL OF THEOLOGY

SEND ALL APPLICATION MATERIALS TO

Office of Admissions and Financial Aid
Perkins School of Theology
Southern Methodist University
PO Box 750133
Dallas TX 75275-0133
214.768.2293

OVERNIGHT/PHYSICAL ADDRESS

Office of Admissions and Financial Aid
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