



## St. Timothy's Theological College and Seminary Application Packet 2023

### Checklist

- If you are a foreign student, you must take the [TOEFL](#) (or some other approved instrument) before you apply in order to prove English language proficiency. Please submit your score with this application
- Complete the following application in its entirety.
- Send *student* copies of transcripts, if available, with your application. Although not necessary to complete the application and financial aid process, please send official copies of your transcripts to STTCS as soon as practical.
- Send completed application package to either:  
*email:* [WBerryNorwood@Yahoo.com](mailto:WBerryNorwood@Yahoo.com)  
*cc:* [paulkennethhubbard@gmail.com](mailto:paulkennethhubbard@gmail.com)  
*mail:* St. Timothy's Theological College and Seminary  
962 Poquoson Ave.  
Poquoson, Virginia 23662
- If required, request your **official** transcripts from all previous college, university, vocational or technical school you have attended to be sent to the address above.
- If you are a doctoral candidate, schedule an interview with the President, or Dean of Doctoral Studies, Dr. Dunklee ([drgodunklee@gmail.com](mailto:drgodunklee@gmail.com)) to discuss your application and specific academic programs.
- After your interview, the Admissions Committee reviews your completed application packet and makes a decision.

**Please note:** application processing may require 2-4 weeks after a completed packet has been received; but in special circumstances, students may enroll as non-matriculated students, auditing courses while applications for specific degree programs are being considered.



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<b>Personal Data</b>				
<b>Name</b> (Last, First, MI):				
<b>Address</b> (mailing):				
<b>Telephone:</b>				
<b>Email Address:</b>				
<b>Religious Affiliation:</b>				
<b>Three references</b> (For the MDiv program, one of these must be your pastor or priest) with contact information (phone and email, if you have both):				
<b>Education</b> (List your high school and any college, university, vocational or technical schools or seminaries you have attended)				
Institution	Major/Minor	Years Attended	Degree Earned	Units Earned



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List any professional licenses or memberships or ordinations to the ministry here:


### Employment (last three positions)

Employer Name

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Address (mailing):

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Position

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Dates of Employment

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Reason for Leaving

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### Employment

Employer Name

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Address (mailing):

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Position

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Dates of Employment

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Reason for Leaving

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<b>Employment</b>
Employer Name
Address (mailing):
Position
Dates of Employment
Reason for Leaving
<b>Have you ever been convicted of a felony or misdemeanor?</b> YES    NO If yes, please attach a detailed explanation.
<b>Have you ever served in the United States military?</b> Please elaborate here or on a separate document, if needed.
<b>Scholarships:</b> If you are requesting a financial or academic scholarship, please tell us here or in a separate document why and what percentage of tuition that you are requesting.
<b>Important:</b> On a separate document (include with your application packet), include a one-to-two page, double-spaced discussion describing your reasons, goals, and objectives for seeking admission to and earning a degree from St. Timothy's. Include any relevant information that will help us evaluate your suitability for admission to the institution.



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**For Which Program are you applying?** (Circle appropriate)

Non-Matriculated Student: (I wish to take courses for my own interest, or to meet requirements of an external program)

Permanent Deacon's Diploma (requires the sponsorship of a Bishop)

Bachelor Level Programs: BDiv, ThB

Master Level Programs: MDiv, MAR

Doctoral Level Program: Th.D.

**What is your desired course load** (full time is two courses per semester for a Masters Level or for a Bachelor student who is working in addition to this program. A Bachelor-level student attending full time may take up to four classes concurrently).

**What is your anticipated start Semester:** **January/May/September.** (circle one)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed

Applicant Signature: \_\_\_\_\_



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## Applicant Acknowledgement of Policies

1. I understand that St. Timothy's Theological College and Seminary reserves the right to refuse admission to any applicant.
2. I have read the policies of St. Timothy's Theological College and Seminary (available in the School Catalog) and I understand the contents thereof.
3. I understand that certificates, diplomas, degrees, or transcripts are only issued to students who have completed their required coursework and are in good standing academically and financially with the school.
4. I understand that application fees, registration fees, graduation fees, transcript fees, retreat fees, are non-refundable, and are not included in tuition fees. I have read the tuition payment and tuition refund policies of the School (available in the School Catalog) and understand the contents thereof. (There is currently no application fee required)
5. Having read the St. Timothy's Theological College and Seminary Academic Honor Code and other policies, should I be accepted into St. Timothy's, I understand and accept my responsibility as a member of the St. Timothy's Community to uphold the Honor Code and other policies at all times.
6. I understand that St. Timothy's is not formally accredited with any secular or religious organization. For many years, the faculty and staff of STTCS has been producing competent and committed leaders that will serve our churches and communities. Our faculty has impeccable credentials, our administrative procedures and practices adhere to the highest standards of the education industry and professional business models, and we attempt to deliver the highest quality religious instruction to our students at the lowest possible cost and impact to your family.
7. I understand that St. Timothy's Theological College and Seminary may amend these Policies, at the discretion of the administrators, but that I am bound to the Policies active during the semester for which I am accepted.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed

Applicant Signature: \_\_\_\_\_



## St. Timothy's Theological College and Seminary Application Packet 2023

### Release of Liability

I hereby authorize Saint Timothy's Theological College and Seminary to verify the accuracy of the information that I have provided in this application. I authorize my current and previous employers, church and pastoral references, and the educational institution(s) listed on this application to provide Saint Timothy's information regarding my character, educational, moral, and academic fitness for admission. I waive any right to legal claims against any disclosing person, employer, religious, governmental or educational institution and I hold Saint Timothy's harmless for seeking and using this information to determine my eligibility for admission. I also waive any right I may have to review confidential material or information received by Saint Timothy's from a person, employer, or religious, governmental or educational institution. I understand and agree that Saint Timothy's reserves the right to refuse my admission and that my completion of this application does not guarantee my admission to the institution.

With full knowledge of my rights to inspect and review my educational records in accordance with state and Federal law, especially Section 438 of the General Education Provisions Act, title IV of Public Law 93-247 as Amended, I do hereby waive, relinquish and disclaim all my rights to inspect and review this Statement of Qualification. I authorize and extend this waiver to any disclosing person, employer, religious, governmental or educational institution and the recipients, Saint Timothy's Theological College and Seminary. Further, I direct that this Release may be used for the purpose for which it is specifically intended.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed

Applicant Signature: \_\_\_\_\_