Admissions Application Instructions

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ONLINE APPLICATION

Iliff School of Theology has partnered with CollegeNET to facilitate the online application process. Applicants are directed to CollegeNET to complete an application.

The entire application does not have to be completed at one time, but the first two pages must be filled out before you can move on. Otherwise, you can click “Postpone Data” to skip a page and return to it later.

You may log into your account as many times as you need to complete the application. Save your session by logging out in accordance with the instructions within the application. Only select the "Submit and Pay" option when you have fully completed the application.

REQUIRED QUESTIONS

Questions with an asterisk (*) are required. If you click “next” when a required question is not completed, you can either fill in the data or you may click “postpone data” at the top of the application. To submit your application, all required data must be completed.

To fill out the application you will need:

- Biographical Information—demographic, contact, and citizenship information.
- Academic Background—Provide information regarding all colleges and universities that you have attended. Transcripts may be uploaded to the application but official transcripts from all previously attended colleges, universities, and seminaries must be sent directly from the issuing college/university to the Admissions Office at Iliff.
- References—Names and contact information for references - Include the names, phone numbers and emails of those who will be sending letters of recommendation on your behalf. See the section on references for more information.
- Admissions Essay— See the section on Admissions Essay for more information.
- Résumé – See the section on Résumé for more information.

To get started you will need to:

- Create an account by following the “Apply Now” link to begin the online application.
- Once you have created your account, instructions will be sent to your email. The subject line will read, “ApplyWeb On-Line Applications. When you have logged into your account, you can begin to complete the application.
- Helpful tips:
  - You may need to prepare your email to receive your online application user ID and password by adding applyweb@collegenet.com to your address book or “safe email list."
  - Be sure your web browser is set to accept cookies.
TRANSCRIPTS

Transcripts should be sent directly from the issuing institution to the Admissions Office at Iliff. Submit all transcripts from all colleges and graduate schools attended, regardless of status of completion, and indicate degrees earned or expected (as applicable). Non-Degree and Certificate students may submit the Bachelor degree transcript only. If a Non-Degree or Certificate student is currently registered at another theological school, a transcript from that school is also required. Transcripts may be sent to the address below.

Iliff Admissions
2323 E. Iliff Ave.
Denver, CO 80210

REFERENCES (Master Degree)

- Three (3) letters of recommendation are requested by the applicant and submitted by the recommendation provider via the online application system. Applicants may submit an optional fourth reference. The letters should address your abilities for graduate study in religion, theology, or ministry. Letters should be solicited from college or university professors who have taught you and are well-acquainted with your academic qualifications. Applications to the Master of Divinity Program should include a letter that speaks to your ministerial abilities.
- An academic reference may only be used if s/he was a professor with whom you have taken classes within the past 5 years. If an applicant has been out of college for more than 5 years and is unable to secure academic references, other professional references may be substituted for and academic reference. Persons qualified to evaluate intellectual and academic ability are preferred.
- Obtain the type of reference needed for the degree program in which you are applying.
- References are sent an automatic email request to submit a letter of reference. The reference letter is submitted electronically to the link that is received in the reference’s email. Instructions will be emailed to your references upon correct completion and submission of the application.
- It is recommended that applicants waive access to view reference letters. If the applicant checks "no" this indicates to the school that your references wrote their letters with the understanding that you may choose to view their reference. Please note that even if you have not waived your right to view the reference, you still cannot access the reference, unless you have been admitted and have matriculated as a student. If you have not waived the right to view your reference, this means that you may ask your reference for a copy of their recommendation, or, once you matriculate to the Iliff School of Theology program, you may view the reference in Iliff’s Admission offices.
- Applications will not be processed until all references are received.
- The following references are NOT acceptable (references from neighbors, relatives, personal therapists, employees who report directly to you, or references from those who have known you less than 1 year).
REFERENCES (Non-Degree/Certificate)

- The contact information for two (2) references is required for non-degree or certificate applications. By entering reference information, the applicant authorizes the Iliff School of Theology to contact references at the institution's discretion. Letters of references are not required.
- The following references are NOT acceptable: References from neighbors, relatives, personal therapists, employees who report directly to you, or references from those who have known you less than 1 year.

TYPES OF REFERENCES

**Academic Reference**
An Academic Reference can only be used if s/he was a professor with whom you have taken classes within the past 5 years. An academic reference should also know you well, for a minimum of 1 year, and can comment on your academic work. If an applicant has been out of college for more than 5 years and is unable to secure academic references, other professional references may be substituted for other professional references, religious references, or employment references. Persons qualified to evaluate intellectual and academic ability are preferred.

**Professional/Employment Reference**
A professional or employment reference should come from a supervisor or professional peer (past or present). A professional reference should know you well, for a minimum of 1 year, and can comment on your work ethic, leadership, and contributions.

**Pastoral or Denominational Leader Reference**
A religious reference should come from a church leader in full-time ministry. This reference should also know you well, for a minimum of 1 year, and has been in close contact with you within the past 2 years. If you are a pastor, this could be a denominational leader, area supervisor, bishop, elder, board leader, etc.

**Field of Interest Reference**
A field of interest reference is someone who holds a leadership position within the field of study the candidate wishes to pursue. The reference should be able to comment on the candidate’s leadership and character and why this particular field of interest is well suited for the candidate.

**Community Leader**
A community leader reference holds a leadership position within the community and has observed the applicant as a volunteer or an employee. References should be able to comment on the candidate’s leadership and character.

**Personal/ Character Reference**
A character or personal reference may be co-workers, employment supervisors, or others that can comment on the candidate’s character and ethics.
TYPES OF REFERENCE FOR DEGREES

Master of Divinity (MDIV)
1. Religious leader or Field of Interest reference
2. Academic or Professional reference
3. Academic or Professional reference
4. Personal/Character reference (optional)

Master of Arts in Pastoral and Spiritual Care (MAPSC)
1. Religious leader or Field of Interest reference
2. Academic or Professional reference
3. Academic or Professional reference
4. Personal/Character reference (optional)

Master of Arts in Social Justice and Ethics (MASJE)
1. Community leader or Religious leader or Field of interest reference
2. Academic or Professional reference
3. Academic or Professional reference
4. Personal/Character reference

Master of Theological Studies
1. Academic or Community leader or Religious leader reference
2. Academic reference or Professional reference
3. Academic reference or Professional reference
4. Personal/Character reference

Non-Degree or Certificate
- The contact information for two (2) references is required for non-degree or certificate applications. Letters of references are not required for non-degree students. By entering reference information applicant authorizes the Iliff School of Theology to contact references at the institution's discretion.

APPLICATION ESSAY
The Admissions Essay is uploaded and submitted electronically through the online application system. The Admissions Essay is an essential element in the evaluation of your application. Answer the following questions based on the degree for which you are applying. Compose an essay of 3-5 pages (1100-1800 words) using the following format: 12 pt font, double space, 1 inch margins. Please put your name at the top.
QUESTIONS FOR APPLICATION ESSAY

Masters of Divinity

1. What are your academic, professional, and personal reasons for wanting to study at a theological school such as Iliff and why have you chosen to do so at this time?
2. Iliff’s central mission is the education of persons for effective ministry in Christian churches and other religious communities, for academic leadership, and for the cultivation of justice and peace in local and global contexts. Which aspect of the Iliff mission statement do you most connect with and why? What type of ministry or community service do you wish to pursue?
3. One of the characteristics of successful leadership in ministry settings and in the community is meaningful engagement with difference and diversity. Think back on an experience you had working with others who you feel are significantly different from you, describe the situation. How did you act, and what would you do differently now? In what ways were you encountering difference and struggling with it?

Master of Arts in Social Justice and Ethics

1. What are your academic, professional, and personal reasons for wanting to study at a theological school such as Iliff and why have you chosen to do so at this time?
2. One form of motivation used in community organizing is testimonio, or personal testimonial narratives. Tell us one story that serves as an example to explain your motivation for participating in social change. What is your personal connection to social change efforts? (This is meant to be a reflective writing about your core values and life experiences, not a summary of your activities or accomplishments).
3. One of the characteristics of successful social change agent is meaningful engagement with difference and diversity. Think back on an experience you had working with others who you feel are significantly different from you, describe the situation. How did you act, and what would you do differently now? In what ways were you encountering difference and struggling with it?

Master of Arts in Pastoral and Spiritual Care

1. What are your academic, professional, and personal reasons for wanting to study at a theological school such as Iliff and why have you chosen to do so at this time?
2. Tell us one story of a time in which you were the person who provided pastoral or spiritual care to someone in need. How did you become involved? Was there anything you would do differently now? What difference did you make in the situation?
3. One of the characteristics of meaningful pastoral care is meaningful engagement with difference and diversity. Think back on an experience you had working with others who you feel are significantly different from you, describe the situation. How did you act, and what would you do differently now? In what ways were you encountering difference and struggling with it?
**Master of Theological Studies**

The Master of Theological Studies is an interdisciplinary degree that serves students who are preparing for doctoral work in religious studies as well as others who are interested in academic exploration across the breadth of religious studies. Compose an 1100-1800 word essay addressing the following questions. 1) What are your academic, professional, and personal reasons for wanting to study at a theological school such as Iliff? 2) Reflect on a theological book or scholarly article that has recently interested you, highlighting its connection to your own personal and professional development and its relationship to interdisciplinary study at Iliff.

**RÉSUMÉ**

The résumé or Curriculum Vitae (CV) is uploaded and submitted electronically through the online application system. The Admissions Committee is interested in each applicant's educational and professional history. The résumé provides you with an opportunity to expand on your professional and extracurricular background. In addition to educational and professional experiences, you may utilize your résumé to list academic awards, fellowships or scholarships, volunteer work, publications authored or co-authored, research, and any other pertinent experience.

**BACKGROUND CHECK**

The Iliff School of Theology may conduct a background check at the institution's discretion for any applicant. All students admitted to the Master of Divinity, Master of Arts in Pastoral and Spiritual Care, and the Master of Arts in Social Justice and Ethics will be subjected to a mandatory background check before beginning internship or Clinical Pastoral Education (CPE).

**FINANCIAL PLAN**

Applicants are asked to describe their plans for financing their theological education. This includes explaining denominational relationships, current financial resources, current indebtedness, plans to apply for scholarships, willingness to take out student loans, and any other information that is useful. Admission decisions are not determined from this question. Rather it informs the Admissions Office that the applicant has thoughtfully considered the costs of education and has a financial plan.

**ADMISSIONS POLICIES**

Iliff School of Theology endorses and complies with all state and federal nondiscrimination laws and regulations in the administration of its admission, educational and financial aid policies. The Iliff School of Theology does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or age in its programs and activities.
Certain information requested on the application form is identified as “optional.” This information is not required and will not be used in any way in assessing your qualifications for admission. The information is collected for statistical purposes and will be valuable in Iliff’s attempt to provide services for its students.

Approved admission is valid for one year after the original proposed quarter of enrollment. Thereafter a new application is required.

The Admissions Committee acts upon applications when all requested materials are received by the application deadlines.

All materials submitted in connection with applications for admission become the property of the Iliff School of Theology and cannot be returned or forwarded to any other party.

Applicants are notified of admission decisions, in most cases, within four weeks following the completion of an application file. If admitted, an enrollment deposit will be required within 30 days of admittance.

**PROOF OF IMMUNIZATION**

By law, students are required to supply proof of immunizations. Rubella, Measles, and Mumps (MMR) is required for all college and graduate students born after January 1, 1957. Within the first term of study you must provide documentation of immunity. You may wish to obtain copies of your medical records in order to document immunization or medical immunity or arrange for the necessary inoculations. This is a law of the State of Colorado for all students.

**HEALTH INSURANCE**

Health insurance coverage is a requirement for enrolling at Iliff. Please plan on making arrangements for appropriate coverage of medical expenses while you are at Iliff by purchasing a health insurance policy. Proof of coverage must be submitted at the time of registration, and at the beginning of each academic year.

**ENROLLMENT CONFIRMATION**

Iliff requires completion of the Enrollment Confirmation Form and the submission of a $300.00 nonrefundable deposit to reserve your place in the entering class and hold any scholarships you have been awarded. The enrollment deposit is not a separate or additional fee; it will be applied to the first tuition bill.
FAQ’S and TROUBLESHOOTING

Q: How do I submit references?

A: You fill out the reference information on the application and click, “Submit Recommendation Request.” When you click on the button, an automatic email will be sent to the person you listed as a reference requesting that they write a letter of reference for you. Your reference will submit his/her letter of reference online through our application system.

Q: How do I know my references submitted their letters?

A: You can track the progress of your application on your main login page. Follow the link in the email that you received when you set up your account.

Q: How do I know when official transcripts have been received?

A: You can track the progress of your application on “my.iliff.” Click the following link to login to your account. https://my.iliff.edu/ICS/AD_Phase_2/Candidate_Progress.jnz. When you submit an application, you will receive login information to gain access to my.iliff.

Q: My reference said that she/he didn’t get a reference form email from Iliff.

A: Follow these troubleshooting tips:
   1. Check to be sure that the email you submitted is correct
   2. Ask your reference to check their spam/junk mail
   3. Provide an alternative email address
   4. Contact the helpdesk at CollegeNet help@collegenet.com

Q: I am having difficulty uploading a document.

A: Check your browser. You may need to refresh or open a new browser. Firefox and Chrome work the best with this application. If you still have trouble, contact the helpdesk at CollegeNet at help@collegenet.com

TECHNOLOGY HELP

Please note that our online application is provided by CollegeNet that maintains a national database of usernames.

If you have any technical difficulties with the online application, please contact CollegeNET’s helpdesk at 503-973-5213 or help@collegenet.com.

If you have questions about applying to Iliff, please contact admissions@iliff.edu.

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