



Application Checklist for Duke Divinity School M.Div., M.T.S., M.A.C.P., M.A.C.S., Th.M., and Special Students

- *You are encouraged to spend time on your application, carefully responding to every question.*
- *Applications must be complete in order to be considered by the Admissions Committee.*
- *M.Div. students are encouraged to apply early in the admissions cycle as classes sometimes fill quickly.*
- *Please contact our office periodically (888-GO-2-DUKE or 919-660-3436) to inquire about the status of your application. We can gladly tell you what has arrived and what is missing in your file.*
- *Extra letters of reference may be downloaded from www.divinity.duke.edu or may be found at the end of the online application.*

Master of Divinity (M.Div.)

There are 3 application deadlines: November 1, January 10 and April 1. International students must complete their application by the January 10 deadline. Preference for merit-based scholarships is given to those students whose applications are complete by January 10.

- _____ **Five separate letters of reference:** 2 academic, 2 church and 1 character
You may request that reference letters be sent to our office before your application forms arrive. However, the letters may not be dated more than one calendar year before your intended application date. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically.
- _____ **\$50 Non-refundable Application Fee:** check or money order should be made payable to “Duke Divinity School,” or if you are applying online, the fee is paid by credit card.
- _____ **Two Essays:** Essays should be typed and limited to one page double-spaced each.
- _____ **Official Transcripts** from each college, university, and/or seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).

Master of Theological Studies (M.T.S.)

Application deadline is February 1

- _____ **Five separate letters of reference:** 3 academic, 1 character and 1 church.
You may request that reference letters be sent to our office before your application forms arrive. However, the letters may not be dated more than one calendar year before your intended application date. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically.
- _____ **\$50 Non-refundable Application Fee:** check or money order should be made payable to “Duke Divinity School,” or if you are applying online, the fee is paid by credit card.
- _____ **Two Essays:** Essays should be typed and limited to one page, double-spaced each.
- _____ **Writing Sample:** an academic writing sample of 4-6 pp (1000 -1500 words)
- _____ **Official Transcripts** from each college, university, and/or seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).



Application Checklist for Duke Divinity School M.Div., M.T.S., M.A.C.P., M.A.C.S., Th.M., and Special Students

Master of Arts in Christian Practice (M.A.C.P)

Application deadline is March 15

- _____ **Five separate letters of reference:** 2 academic, 2 church and 1 character
You may request that reference letters be sent to our office before your application forms arrive. However, the letters may not be dated more than one calendar year before your intended application date. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically.
- _____ **\$50 Non-refundable Application Fee:** check or money order should be made payable to “Duke Divinity School,” or if you are applying online, the fee is paid by credit card.
- _____ **Two Essays:** Essays should be typed and limited to one page double-spaced each.
- _____ **Official Transcripts** from each college, university, and/or seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).

Master of Arts in Christian Studies (M.A.C.S)

Applications accepted on a rolling basis with a final deadline of April 1

- _____ **Five separate letters of reference:** 3 academic, 1 character and 1 church.
You may request that reference letters be sent to our office before your application forms arrive. However, the letters may not be dated more than one calendar year before your intended application date. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically.
- _____ **\$50 Non-refundable Application Fee:** check or money order should be made payable to “Duke Divinity School,” or if you are applying online, the fee is paid by credit card.
- _____ **Two Essays:** Essays should be typed and limited to one page, double-spaced each.
- _____ **Writing Sample:** an academic writing sample of 4-6 pp (1000 -1500 words)
- _____ **Official Transcripts** from each college, university, and/or seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).

Master of Theology (Th.M.)

Application deadline is March 1

- _____ **Four separate letters of reference:** 3 from seminary professors and 1 from a denominational official. You may request that reference letters be sent to our office before your application forms arrive. However, the letters may not be dated more than one calendar year before your intended application date. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically.
- _____ **\$50 Non-refundable Application Fee:** check or money order should be made payable to “Duke Divinity School,” or if you are applying online, the fee is paid by credit card.
- _____ **Two Essays:** Essays should be typed and limited to one page, double-spaced each.
- _____ **Writing Sample:** a theological writing sample of 4-6 pp (1000 -1500 words)
- _____ **Official Transcripts** from each college, university, and seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).



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Special Student

December 1 for January enrollment

May 1 for summer term enrollment

July 1 for August enrollment

- _____ **Three separate letters of reference:** 1 academic, 1 character and 1 church.
You may request that reference letters be sent to our office before your application forms arrive. However, the letters may not be dated more than one calendar year before your intended application date. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically. They may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail. When applying online, reference letters may be submitted electronically.
- _____ **\$50 Non-refundable Application Fee:** check or money order should be made payable to "Duke Divinity School," or if you are applying online, the fee is paid by credit card.
- _____ **One Essay**
- _____ **Official Transcripts** from each college, university, and/or seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).

Transfer Student (M.Div. or M.T.S. only)

Please follow reference letter guidelines listed above for the program into which you wish to transfer credit.

- _____ **All reference letters required by program into which you propose to transfer:** additionally you will need a *letter of honorable dismissal* written from the president or dean of the seminary from which transfer is sought and a *letter of recommendation from its dean/director of either field education or student life*.
- _____ **\$50 Non-refundable Application Fee:** check should be made payable to "Duke Divinity School," or if you are applying online, the fee is paid by credit card.
- _____ **All Essays and/ or writing sample required for the program into which you propose to transfer:** additionally you will need a *statement of explanation and purpose for the proposed transfer*.
- _____ **Official Transcripts** from each college, university, and seminary attended.
Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).



Application Checklist for Duke Divinity School M.Div., M.T.S., M.A.C.P., M.A.C.S., Th.M., and Special Students

International Student

International Students applying for the M.Div. program must submit all materials by the January 10 deadline. The deadlines remain the same for all other programs.

- _____ **All reference letters required by program to which you are applying.** Additionally, a *statement of endorsement* must be sent from an official (bishop, general secretary, etc.) of the student's native ecclesiastical body, affirming that ecclesiastical body's support for the student's pursuit of theological studies in the United States and welcoming the student into active ministry under its jurisdiction following the student's study in this country.
- _____ **\$50 Non-refundable Application Fee:** check should be made payable to "Duke Divinity School," or if you are applying online, the fee is paid by credit card.
- _____ **All Essays and/or writing samples required for the program to which you are applying.**
- _____ **Official Transcripts** from each college, university, and/or seminary attended. Transcripts should be sent directly to the Admissions Office from the institution.
- _____ **Official Application** completed and signed by the applicant or completed online (faxed copies are not accepted).
- _____ **Testing:** If the applicant's native language is not English, certification of English proficiency must be demonstrated by scores from the Test of English as a Foreign Language (TOEFL), regardless of whether or not the applicant attended another U.S. institution or participated in an ESL program. The TOEFL is administered through the Educational Testing Service (E.T.S.) in Princeton, New Jersey. For test score reporting purposes Duke's Educational Testing Service (E.T.S.) code number is **5156**. The Divinity School receives your official TOEFL scores electronically from the E.T.S. You must take the TOEFL in time for official scores to reach us by the application deadline. The score must not be more than two years old by the application deadline for the degree to which the applicant is applying. Personal copies are not acceptable, nor are "attested" or notarized copies. For M.Div., M.T.S., and Special Student applicants, the Divinity School requires a cumulative score of 93 on the TOEFL internet-based test (iBT) with a minimum of 23 scored in each subtest. M.Div., M.T.S., and Special student applicants who do not have access to the TOEFL iBT may submit scores from the TOEFL paper-based test (PBT). The TOEFL PBT score must be at least 580 with a minimum score of 5 on the Test of Written English (TWE). The TOEFL iBT is the preferred English proficiency test. For Th.M. applicants, the Divinity School requires a cumulative score of 108 on the TOEFL iBT with a minimum of 27 scored in each subtest. Th.M. applicants who do not have access to the TOEFL iBT may submit scores from the TOEFL PBT. The TOEFL PBT score must be at least 610 with a minimum score of 6 on the TWE. The TOEFL iBT is the preferred English proficiency test. Exceptions may apply in active international partnerships with Duke Divinity School and will be determined at the discretion of the Director of Admissions and the Associate Dean for Academic Formation. In addition to the TOEFL, an international student may be required to complete an interview with the Director of Admissions, the Associate Dean for Academic Formation, and/or a faculty member.
- _____ **Finances:** A statement demonstrating financial arrangements for the proposed term at the Divinity School must be submitted. Estimated minimum expenses per academic year for a single international student are \$37,317 based on M.Div. tuition. Figures are based on 2010-2011 projections and are subject to change. Living costs for additional family members should be figured on the basis of a minimum \$400 per month for a spouse and \$260 per month per child. The Duke Medical Insurance Plan is required for the student, spouse and other dependents and will incur an additional cost. For information about the Duke Medical Insurance Plan, please refer to: <http://www.studentaffairs.duke.edu/studenthealth/health-insurance>