



Church Divinity School of the Pacific

The Episcopal Seminary of the West

INSTRUCTIONS FOR CERTIFICATE APPLICANTS

The Church Divinity School of the Pacific

➤ **Deadline: May 1 (for the following Fall semester) <**
November 1 (for Spring semester)

The following information is intended to ease and clarify the completion of the application process.

Before the Admissions Committee begins to act on your application, the following items are required:

1. *Part I* of the application form, completed, **together with a check for \$30.00**. Please return Part I as soon as possible so that the processing of your application may begin immediately.
2. Your statement of purpose--*Part II* of the application form.
3. *Official transcripts* of all academic work after high school. (Please do not send a student copy.) These should be sent by the institutions concerned to this school. If you are currently in school, have a current transcript sent now and a final transcript following the conclusion of your studies.
4. *Official scores* for the general test (verbal, quantitative, and analytical) of the Graduate Record Examination (GRE) are required, unless the applicant already holds a doctoral degree, a masters degree, or an overall 3.0 or better GPA (on a 4.0 scale) for work completed towards the undergraduate degree. If these exemptions do not apply to you and you have not taken the general test of the GRE, arrange to do so at your earliest opportunity. Minimum scores: 550 Verbal, 5 Analytical Writing.

Please have the results sent to CDSP (institutional code: R4050). If you have taken the GRE within the last five years, the results will be sent to us upon your request addressed to, Graduate Record Examination, Educational Testing Service, PO Box 6006, Princeton, NJ 08541-6006.

5. *Two letters of reference* as specified on Part I of the application (forms enclosed must be sent by the applicant to the referees).

Reference requirements: Your references must include a combination of academic, ordained, professional and lay ministry sources. At least one clergy reference is required for the Certificate of Anglican Studies program. Academic references are not required for those who have been out of school for longer than two years. Personal friends are not acceptable as references unless they have worked with you in a professional capacity.

Note that the waiver statement on the application *and* on each reference form requires your signature and an indication that you either "waive" or "do not waive" the right of access under provisions of the "Family Rights and Privacy Act" of 1974.

REMINDER: Applicants are responsible for asking for and providing reference letters. Give each of your recommenders a reference request form, who will then sign and return the form to CDSP along with your reference.

Financial Aid: People expecting to need financial assistance should request a financial aid application from the Financial Aid Office in the *January preceding matriculation for the fall semester, or before November for the spring semester. **Early application is strongly advised; waiting for word of admission is NOT necessary.*** See further information enclosed in this packet.

Financial aid applications are available for download at <http://www.gtu.edu/admissions/financial-aid/applying-for-financial-aid/application-process>. You can also email the Financial Aid office at finaid@gtu.edu, or call the office at 510-649-2469. Financial aid awards are distributed in April for the fall semester, and December for the spring semester.

Campus Housing: People wanting school housing must send a request to the CDSP Housing Office at reception@cdsp.edu for either the dorm (if coming alone) or an apartment (if bringing family) application. **Early application is strongly advised; waiting for word of admission is NOT necessary.** The process of making housing assignments begins in May for the following fall, and November for the following spring.

All materials submitted to CDSP become the property of the school and cannot be returned or forwarded to another institution.

Applicants are advised to *keep copies* of all documents submitted for the application process

If you have questions or concerns, please do not hesitate to call or write. We would like to be of service in any way possible. For further information, please contact:

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