

Pacific School of Religion
INSTRUCTIONS to ADD or CHANGE a PROGRAM

Discuss your plans with the **Assistant Dean for Academic Programs** as soon as you think you want to add or change a program. Contact the **Office of Recruitment & Admissions** for the appropriate application materials or if you have any questions about this application process. ***Keep in mind that the priority deadlines for financial aid and housing considerations are February 1 for fall semester and November 1 for spring semester.***

FOR ALL REQUESTS TO ADD OR CHANGE

1. Applicants must have completed at least 9 semester credits and be enrolled for at least 9 more, for a total of 18 credits.
2. At least 12 of the above 18 credits must be taken for letter grades, including basics.
3. Applicants must have completed and be enrolled for at least one 3-credit basic per semester.
4. A \$50 application processing fee is required for all applications to **add** a program or for your first application to **change** programs.
5. A \$100 application processing fee is required for any additional application(s) to **change** programs.

Please read the information below very carefully.

CHANGE to the Certificate of Theological Studies (CTS)

- **From any program**
 - Submit the following to the PSR Admissions Office: (Your application will be forwarded to the Assistant Dean for Academic Programs for approval.)
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Statement that presents clearly and persuasively the reasons for the desired change.
 - One letter of recommendation from PSR faculty in support of the desired change.

CHANGE to the Master of Theological Studies (MTS)

- **From the CTS**
 - Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Official PSR transcript (submit request form to PSR Registrar).
 - Two letters of recommendation from GTU faculty; at least one must be a PSR faculty member.
 - MTS worksheet indicating how and when the degree program will be completed.
 - Statement that presents clearly and persuasively the reasons for the desired change.
 - Updated personal essay if the one on file was written more than 12 months ago.
- **From the MDiv or the MA**
 - Submit the following to the PSR Admissions Office: (Your application will be forwarded to the Assistant Dean for Academic Programs for approval.)
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Statement that presents clearly and persuasively the reasons for the desired change.
 - One letter of recommendation from PSR faculty in support of the desired change.

CHANGE to the Master of Divinity (MDiv)

- **From the CTS or the MTS**
 - Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Official PSR transcript (submit request form to PSR Registrar).
 - Two letters of recommendation from GTU faculty; at least one must be a PSR faculty member.
 - MDiv Worksheet indicating how and when the degree program will be completed.
 - MDiv Vocational Academic Plan.
 - Statement that clearly addresses the following:
 - The reasons for the desired change.
 - Your understanding of ministry.
 - Whether you intend ordination and where you are in your ordination process.
 - Statement that answers the additional questions (below) in the personal statement section of the MDiv application. You may wish to update your entire personal essay if the essay in your file was written more than 12 months ago.
 - Identify the community of faith that will provide the context for your ministry. How will this community shape your ministry?
 - How will serious academic study support your preparation for ministry?
- **From the MA**
 - Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - MDiv Worksheet indicating how and when the degree program will be completed.
 - MDiv Vocational Academic Plan.
 - A complete MDiv application, including: a personal statement addressing all of the MDiv questions, PSR transcript, and two letters of reference (one academic, one pastoral).

CHANGE to the GTU Common Master of Arts (MA)

- **From any program**
 - Submit the following to the PSR Admissions Office:
 - "Application to Add or Change a Program."
 - Submit the following to the GTU Admissions Office:
 - Complete MA application, including: application fee, statement of academic purpose, GRE scores, transcripts, and 2 academic letters of reference.

The deadlines for the GTU Common MA are February 15 (fall admission) and September 30 (spring admission).

The MA application is available online at www.gtu.edu.

ADD the GTU Common MA to the MDiv

- Submit the following to the PSR Admissions Office:
 - "Application to Add or Change a Program."
- Submit the following to the GTU Admissions Office:
 - Complete MA application with the MA application fee (available online at www.gtu.edu).

The deadlines for the GTU Common MA are February 15 (fall admission) and September 30 (spring admission).

ADD the MDiv to the GTU Common MA

- Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - MDiv Worksheet indicating how and when the degree program will be completed.
 - MDiv Vocational Academic Plan.
 - A complete MDiv application, including: a personal statement addressing all of the MDiv questions, PSR transcript, and two letters of reference (one academic, one pastoral).

ADD OR CHANGE to the Certificate of Sexuality and Religion (CSR) or Certificate of Swedenborgian Studies (CST)

- **From any program except GTU Common MA**
 - Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Official PSR transcript (submit request form to PSR Registrar).
 - One letter of recommendation from GTU faculty. Submit name of faculty to Admissions Office. (For the CST, the faculty reference should be from SHS faculty.)
 - Personal statement addressing the following:
 - How will the CSR or the CST support your vocational and professional goals?
 - What is your reason for applying to the CSR or CST?
 - Updated personal essay if the one on file was written more than 12 months ago.
- **From the GTU Common MA**
 - Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Official PSR transcript (submit request form to PSR Registrar).
 - **Complete CSR or CST application**, including: a personal statement addressing the questions on the application, PSR transcript, and one letter of reference from GTU faculty.

CHANGE to the Certificate of Advanced Professional Studies (CAPS)

- **From the DMin**
 - Submit the following to the PSR Admissions Office:
 - \$50 application processing fee.
 - "Application to Add or Change a Program."
 - Statement that presents clearly and persuasively the reasons for the desired change.
 - One letter of recommendation from PSR faculty in support of the desired change.

Your application will be forwarded to the Assistant Dean for Academic Programs for approval.

Note: It is not possible to change to the Doctor of Ministry program using an "Application to Add or Change a Program." For example, if you would like to change from the CAPS program to the DMin, you must withdraw from the CAPS and submit a complete DMin application.