



For the Church in the World

3401 Brook Road Richmond, VA 23227

Telephone: (804) 278-4339 / Fax: (800) 665-8679 / Email: admissions@upsem.edu

**APPLICATION FOR ADMISSION**

**APPLICATION DEADLINES**

**December 15**  
International Students

**February 15**  
Richmond for Scholarship consideration

**June 15**  
Final deadline for Richmond

**July 1**  
Charlotte campus Fall

**November 1**  
Charlotte campus Spring

**March 1**  
Charlotte campus Spring II

**June 1**  
BLP Fall

**October 1**  
BLP Spring

(Please print or type)

**1. PERSONAL INFORMATION**

Name \_\_\_\_\_  
*Last Name/Surname                      First                      Middle                      (Name wish to be called)*

Name on previous transcript(s) *(if different from above)* \_\_\_\_\_

Present Address \_\_\_\_\_

City/State/Zip or Postal Code/Country \_\_\_\_\_

E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Permanent mailing address *(if different from above)* \_\_\_\_\_

City/State/Zip or Postal Code/Country \_\_\_\_\_

Current occupation \_\_\_\_\_

Are you a U.S. citizen?     Yes     No

If not, are you a lawful permanent resident (Green card holder)?     Yes     No

If neither, of what country are you a citizen? \_\_\_\_\_ VISA type \_\_\_\_\_

Social Security Number, if any \_\_\_\_\_

**RICHMOND CAMPUS**

Full-time     Part-time

Master of Divinity

Master of Arts in Christian Education  
 Blended Learning Program

M.Div./M.A.C.E. *Dual Degrees*

Educator Certification

**2. CHURCH RELATIONSHIPS**

Denomination (full name) \_\_\_\_\_

Current Congregation \_\_\_\_\_ How long? \_\_\_\_\_

Congregation Street Address \_\_\_\_\_

Pastor's Name and Phone \_\_\_\_\_

(If PCUSA) Presbytery Synod \_\_\_\_\_

Ecclesiastical Status:

**Presbyterian**

- Inquirer (date) \_\_\_\_\_
- Candidate (date) \_\_\_\_\_
- Ordained (date) \_\_\_\_\_
- Approved by Session (date) \_\_\_\_\_
- None of the above \_\_\_\_\_

**If not Presbyterian**

- Candidate for Ordination (date) \_\_\_\_\_
- Licensed (date) \_\_\_\_\_
- Ordained (date) \_\_\_\_\_
- No special status at this time \_\_\_\_\_
- Other \_\_\_\_\_

**CHARLOTTE CAMPUS**  
*part-time only*

Master of Divinity

Master of Arts in Christian Education

M.Div./M.A.C.E. *Dual Degrees*

**3. REFERENCES**

For M.A.C.E., M.Div., and Dual degrees applicants, references should be: 1) an academic reference or an employer if an academic reference is not available; 2) the pastor of the church in which you hold membership; and 3) another non-family reference, such as a work or volunteer colleague, or a mentor. No references may be a family member, or a current student of UPSem. The applicant is required to send the reference forms found on the website to each of their references.

1. Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip or Postal Code/Country \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Relation to you \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip or Postal Code/Country \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Relation to you \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip or Postal Code/Country \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Relation to you \_\_\_\_\_

I understand that in considering my application, Union Presbyterian Seminary may find it helpful to contact sources of information in addition to the references named, for example, knowledgeable persons in my presbytery or the equivalent. I authorize Union Presbyterian Seminary to contact those sources, and I authorize those sources to provide information to allow full consideration of my application.  Yes  No

**4. EDUCATIONAL INFORMATION**

List **all** colleges, universities, and graduate institutions you have attended, including those from which you did not graduate. It is the responsibility of the applicant to request that these institutions send official transcripts directly to the Office of Admissions at Union Presbyterian Seminary (UPSem).

**Undergraduate:**

1. Name of institution \_\_\_\_\_ Location \_\_\_\_\_  
 Major field(s) of study \_\_\_\_\_ Attended from \_\_\_\_ To \_\_\_\_ Degree Received \_\_\_\_\_ Year \_\_\_\_\_

2. Name of institution \_\_\_\_\_ Location \_\_\_\_\_  
 Major field(s) of study \_\_\_\_\_ Attended from \_\_\_\_ To \_\_\_\_ Degree Received \_\_\_\_\_ Year \_\_\_\_\_

3. Name of institution \_\_\_\_\_ Location \_\_\_\_\_  
 Major field(s) of study \_\_\_\_\_ Attended from \_\_\_\_ To \_\_\_\_ Degree Received \_\_\_\_\_ Year \_\_\_\_\_

Graduate:

1. Name of institution \_\_\_\_\_ Location \_\_\_\_\_

Major field(s) of study \_\_\_\_\_ Attended from \_\_\_\_ To \_\_\_\_ Degree Received \_\_\_\_\_ Year \_\_\_\_\_

2. Name of institution \_\_\_\_\_ Location \_\_\_\_\_

Major field(s) of study \_\_\_\_\_ Attended from \_\_\_\_ To \_\_\_\_ Degree Received \_\_\_\_\_ Year \_\_\_\_\_

3. Name of institution \_\_\_\_\_ Location \_\_\_\_\_

Major field(s) of study \_\_\_\_\_ Attended from \_\_\_\_ To \_\_\_\_ Degree Received \_\_\_\_\_ Year \_\_\_\_\_

Applicant's first language, if other than English \_\_\_\_\_

International students who do not speak, write, and read English as their first language are required to submit scores from the four tests of the internet-based Test of English as a Foreign Language (TOEFL iBT). Those who have completed four years of bachelor's or higher level of study in an institution where English is the primary language of study may request an exemption from the Director of Admissions.

What academic honors or other awards have you received? (200 word maximum) \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

If you have left an institution before completing degree requirements, please explain. (200 word maximum) \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

If your academic record a fair indication of your ability? If not, please explain. (200 word maximum) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what other graduate schools or seminaries have you applied or are planning to apply? (100 word maximum) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. EMPLOYMENT, CHURCH AND COMMUNITY EXPERIENCE**

**Employment Record:**

Please list your last four employment experiences.

Company/Institution \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Company/Institution \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Company/Institution \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Company/Institution \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Volunteer Experiences:**

Please list your last four volunteer and/or service experiences.

Church/Institution \_\_\_\_\_ Location \_\_\_\_\_

Duties \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Church/Institution \_\_\_\_\_ Location \_\_\_\_\_

Duties \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Church/Institution \_\_\_\_\_ Location \_\_\_\_\_

Duties \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Church/Institution \_\_\_\_\_ Location \_\_\_\_\_

Duties \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**6. CHRISTIAN PRACTICE**

In less than 200 words, describe briefly practices you observe to nurture your life as an individual and as part of the body of Christ.

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At this point in your discernment process, is there a particular form of ministry to which you feel called? If so, briefly describe it. (200 words maximum)

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**7. REFLECTIONS**

On a separate sheet, submit essays addressing all three questions.

- 1. In 500–800 words, describe your reasons for pursuing theological education, your perception of your gifts for service to the church and the world, and areas in which you hope to grow.
- 2. Please choose a contemporary issue and describe your perspective, including how you are engaging that issue on a theological level. How do you think theological education might enhance your thinking on this topic? (500–800 words)
- 3. In less than 200 words, identify a book you have read in the last two years that had a significant effect on your beliefs or actions and tell us how it changed your thinking.

**8. FINANCES**

How do you plan to finance your program of study?

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Will you have debt when you enter UPSem?  Yes  No If yes, how much of that debt is educational? \_\_\_\_\_

If yes, what plans are you making to repay your non-educational debt? \_\_\_\_\_

**9. ADDITIONAL INFORMATION**

Have you communicated with any faculty, staff, alumni/ae, or students of UPSem? If so, with whom and when?

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**Fee Schedule:**

**Please note:** A non-refundable fee may be required based on the following submission schedule.

Before February 15, 2020: No fee                      After February 16, 2020: \$50

*If you are applying after February 16, 2020, the fee must be submitted with this form.*

**Application Requirements:**

The application will not be considered complete until supporting academic transcripts, references, background check, and/or pertinent examinations have been received. **Please keep copies of material you mail.**

Additional information regarding other requirements may be found at [www.upsem.edu/admissions-aid/apply-now](http://www.upsem.edu/admissions-aid/apply-now).

**Return this form to:**

Director of Admissions  
Union Presbyterian Seminary  
3401 Brook Road  
Richmond, VA 23227

I have carefully reviewed and completed each section of this application and certify that the information provided is correct to the best of my knowledge.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

*Union Presbyterian Seminary does not discriminate among applicants to, or participants in, its degree programs on the basis of gender, sexual orientation, race, ethnicity, national origin, or physical disability.*