

## CHECKLIST FOR NEW APPLICANTS

### **PHD Students: US Citizens or Permanent Residents**

- Admission Application Package (Application package consists of the following documents)
  - Application for Admission
  - Lifestyle Commitment
  - Pastor or Spiritual Leader Reference Form
  - Academic / Professional Reference Form
  - HTU Tenets of Faith / Personal Statement of Faith
  - Financial Aid Application
- Certificate of Immunization
- Copy of government-issued ID (Driver's License) / Passport
- Certificate for Family Relations: Birth Certificate, Marriage Certificate, etc.
- Application Fee: \$100.00

### **Degrees and Transcripts**

Applicants must

- Hold a bachelor's degree.
- Hold a master's degree from an accredited university or seminary in a related field (e.g. MAIS, MDiv, or ThM).
- Submit official transcript(s) from all previous degree-awarding institutions, in English or in a notarized translation.
- Present evidence of a minimum 3.3 GPA at the master's level.

### **Recommendations**

Applicants must submit two letters of recommendation: one from a pastoral leader and one from an academic professional. (Included in Application Packet)

### **Field Experience**

Applicants must have at least two years of intercultural or ministerial work experience. (Must provide evidence of ministry experience).

### **Leveling Evaluation**

Applicants who do not meet the above requirements MAY be admitted on condition of completion of leveling work prior to or during matriculation in the program. Admittance under these terms is not guaranteed, and is subject to approval by the PhD Committee.

### **English Language Proficiency**

In addition to the above documents (as applicable), students whose first language is not English must also demonstrate sufficient English language proficiency. This may be demonstrated by any of the following:

- International Language Testing System (IELTS) score of 6.5
- Test of English as a Foreign Language (TOEFL) scores of 550 or better on the paper test or 79-80 on the internet-based test
- Underwood Test of English Proficiency (HTTEP) score of 70% or better