Admissions Process Guidelines

2015

Master of Deaconess Studies

Master of Arts in Religion with Deaconess Certificate

Concordia Seminary
801 Seminary Place
St. Louis, Missouri 63105
800-822-9545
www.csl.edu
admissions@csl.edu
Components of Applicant File

1. Completed application
   Answer all questions completely, include a recent “head shot” photograph, and remember to sign your application. Please make a copy of your application and other documents for your own records and for use if requested by your district interview committee.

2. $50 application fee
   Send the check, payable to Concordia Seminary, along with your application. Please paperclip to the application to prevent it from being lost.

3. Background check
   A consent form is included in your application packet.

4. Official transcripts from all colleges you’ve attended
   If you are still in college, we require a preliminary transcript. This preliminary transcript may be an unofficial transcript not directly from the registrar. All final official transcripts must be sent directly from the registrar and have your degree posted, if a degree was earned.

5. Residential Field Education Application
   Form is included in your application packet.

6. Pastor’s letter of recommendation
   When your completed application is received in the Admissions Office, your pastor will receive a letter from our office requesting his recommendation.

7. District Interview Committee report
   When your completed application is received in the Admissions Office, we will notify your district president’s office that we have received your application. Your admissions officer will contact you regarding making an appointment for this interview.

(continued on next page)
Components of Applicant File (Cont.)

8. **Graduate Record Exam (GRE) scores**
   Information about the GRE is available at www.ets.org/gre. You are to take the “Revised General Test.” At the test, request that the results be sent to our office. The code for Concordia Seminary is 6115.

9. **If you are currently attending or have attended a Concordia University System school in the past five years:**
   You will need your president’s recommendation. We will notify the president when we receive your completed application and will request his recommendation. You need to contact the president’s office to see if there is an interview or other arrangements to be made.
Academic Requirements for Admission

1. Demonstration of competence in Old Testament content, New Testament content, Christian Doctrine, Greek and Hebrew see Entry-Level Competency Exam page for more information

3. Bachelor’s degree from an accredited institution with GPA of 2.5 or above

4. Graduate Record Exam (Revised General Test) verbal score of 146 or higher (400 for exams taken before August 1, 2011). Those who score in the top 10% of the incoming class on the verbal selection will receive a $1000 scholarship. The score must be received by March 31 to be eligible. Plan to take the GRE by March 1 to allow sufficient time for your results to reach our office.

Background Check

To ensure that all of our applicants are above reproach, according to 1 Timothy 3, Concordia Seminary has employed the services of Protect My Ministry to conduct background checks. You initiate the background check by submitting the consent form, as found in the application packet, to the Admissions Office. Please keep a copy of your consent form. There is no cost to you for this background check.
Policy for District Interview Process

1. The interview shall take place in the district of the congregation where the applicant holds communicant membership.

2. It is the responsibility of the applicant to request an interview from her district president. Such a request may be initiated by calling the district president’s office and following up with a written request if requested.

3. It is the responsibility of the district interview committee to arrange for an interview at a time that is possible for all committee members and the applicant.

4. The applicant is to be informed in written form of the date, time and location of the interview. The applicant is to receive written notification of the date and location of her interview no later than 30 days after she has submitted her request.

5. The applicant shall indicate to the committee the seminary(ies) to which she wishes to have the results of the interview sent. This notification is to be made at the interview.

6. The district interview committee is to send the results of its interview to the seminary(ies) designated by the applicant no later than 14 days after the date of the interview.

7. The seminaries will not ordinarily (item #9 below being the exception) admit any applicant until they have received the results from the district interview committee.

8. While the seminaries will give serious consideration to the recommendations of the district interview committees, the seminaries reserve the right to make the final decision regarding the admission of seminary applicants.

9. An applicant will not have her admission decision delayed as the result of an interview committee that has failed to meet its responsibilities in a timely manner. If a district interview committee does not fulfill steps 4 and 6 above, the seminaries will feel compelled to render an admission decision independent of the district interview committee.

10. Ordinarily, all interviews of applicants should be held as soon as possible after submitting the completed application.
Entry-Level Competency Exams (ELCE)

All students admitted to the Deaconess program must demonstrate entry-level competence in the following areas: Old Testament (OT), New Testament (NT), Christian Doctrine (CD), Biblical Greek, and Biblical Hebrew.

You may begin taking the OT, NT, and CD ELCEs anytime on or after May 1st of the year prior to intended enrollment. You may attempt each exam no more than three times. If you fail an exam, you must wait three (3) days before retaking that exam. During this period, you may take exams for other content areas. The deadline for passing the exams is April 30th of the year of intended enrollment. If you pass the tests, you do not have to take the corresponding class at the Seminary. In addition, you will receive a $1000 scholarship if these three exams are passed by April 30th. If you have not passed the OT, NT, or CD exam by the deadline, you will be automatically pre-registered for the corresponding summer course(s). Please also keep in mind that you are not eligible to take a summer language course unless you have passed OT, NT, and CD by the April 30th deadline.

Additional information (including recommended study materials and the actual test site) may be found at http://elce.csl.edu.
Important Deadlines

**Application**
You may submit your application **no earlier than May 1** of the year **prior** to your enrollment. The deadline for submitting your application is **March 31** of the year you intend to enroll.

**Application Consideration**
The Admissions Committee meets once each month. Ordinarily, an application is considered once the applicant’s file contains: 1) Complete application, 2) $50.00 application fee, 3) Background check, 4) Official transcripts (“partial” if you are currently completing your bachelor’s degree or “final” if you have received your degree), 5) Pastor’s letter of recommendation, 6) District interview committee report, 6) Residential Field Education Application.

**Financial Aid**
The deadline is **March 31** of the year you intend to enroll. You must submit the Seminary financial aid application, the FAFSA application, the District application, and the Adopt-A-Student form by this date.

**Housing Application**
The deadline is **March 31** of the year you intend to enroll. Single students are not required to live on campus. Married students may live on campus but this is not required.

**ELCE – Old Testament (OT), New Testament (NT), Christian Doctrine (CD)**
You may begin taking the exams **no earlier than May 1** of the year **prior** to your enrollment. The deadline for passing is **April 30** of the year you intend to enroll. Applicants are strongly encouraged to allow adequate time to prepare and take the exams. No test may be taken after **April 30** even if additional attempts have not been used. If you have not passed one or more of the Entry Level exams by the deadline will
be automatically pre-registered for the corresponding summer courses(s).

**Graduate Record Exam (GRE)**

Applicants who score in the top 10% of the Concordia Seminary incoming class taking the GRE will receive a $1,000 tuition grant for the fall. To be eligible for consideration for this scholarship, the GRE must be taken no later than **March 31**. All applicants must take the GRE no later than **May 31**.

**Please note!**

The tuition rate for 2014-2015 is $675/credit hour. If you do not pass an ELCE, the cost of taking the class on campus is:
- Old Testament, New Testament, or Christian Doctrine **$2,025/class**
If you have questions about the admissions process, please contact:

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Additional information and resources can be found at:
www.csl.edu