
ADMISSION REQUIREMENTS – MASTER OF ARTS IN CHRISTIAN EDUCATION

Any person holding the baccalaureate degree or its equivalent from an accredited college or university is eligible to apply for admission to the course of study leading to the **Master of Arts in Christian Education degree**.

June 15th is the **recommended** deadline to apply for the Fall term; however the university operates on a rolling admission policy. Therefore, students have up until the first day of class to have all admission requirements met to begin with the term of application.

APPLICATION CHECKLIST

- Official Application** – Applicants should submit a completed graduate application. Online application can be found at www.myvuu.edu under the Admissions Tab
- Application Fee** - a \$25.00 non-refundable application fee is required. Application fees should be in the form of a money order or cashier check made payable to *Samuel DeWitt Proctor School of Theology*.
- Personal Statement** of no more than 500 words describing “your” background, religious experience understanding of your “call to ministry,” and plans for study at the School of Theology. Also include any other information about yourself you think will help the admissions review committee evaluate your application. This statement can be submitted through the online application process.
- Reference Letters (2)** from persons who can give information concerning your character and qualifications for graduate theological studies. **Reference letters are required from the following persons:**
 1. **A Pastor or spiritual mentor**
 2. **College professor or employer**

If unable to obtain a reference from a professor or an employer, an acquaintance reference may be substituted. Forms for this purpose are provided with this application. Persons writing on your behalf should send their letters to you in sealed envelopes with their signature over the seal for inclusion in your admission packet or envelope.

- Official Transcripts** from all colleges/universities attended beyond high school. Faxed copies of transcripts will be accepted as official. Transcripts may be obtained by contacting the Registrars’ Offices at institutions previously attended.

INTERNATIONAL APPLICANTS

In addition to the above checklist International applicants are required to submit the following documents:

- ❑ **Financial Statement** – this document is required for all international students requesting an I-20 form. The Financial Statement must indicate financial resources to cover the cost of attendance. All financial documents must show the appropriate conversion rates to the US dollar. The financial document should also include a bank statement on official bank letterhead certifying the funds available or a signed statement by the student's sponsor(s).
- ❑ **Residential Form** – international students must present this form to verify with whom they will reside while in the United States.
- ❑ **Immunization Form** – Virginia state law requires proof of required vaccinations.
- ❑ **Active Passport** – A clear copy of an active passport should be included (not expired).
- ❑ **Language** – In the case of students who have not studied in the United States, a TOEFL or TWE may be required.

The university issues I-20's only after the applicant is accepted to the university.

Send your completed packet of admission documentation to:

**Virginia Union University
Samuel DeWitt Proctor School of Theology
Office of Graduate Admissions
1500 North Lombardy Street
Richmond, Virginia 23220**