



Checklist

<input type="checkbox"/>	<p>1. Select your degree program, department, and concentration. Before you complete the application to the Graduate Theological Union's doctoral program, determine the appropriate department and concentration that matches your academic interests. GTU doctoral programs are administered through four interdisciplinary departments, which are composed of concentrations. The applicant must select one department and then a specific concentration within that department in which to be considered for admission, and will not be considered for admission to any other department of study.</p>
<input type="checkbox"/>	<p>2. Completed & signed GTU application for admission. You may complete this application online (click here to access to the online application) or you may print, fill out, and mail back the completed application to the GTU Admissions Office. Make sure to indicate your proposed area of study and designate your chosen school of affiliation. Provide accurate contact information and include details on any prior language study, research, and writing experience. You may attach a resume on a separate page if you like.</p>
<input type="checkbox"/>	<p>3. Statement of purpose. This statement should succinctly and specifically outline the goals and plans for doctoral level study, as well as academic interests. A strong statement is one that articulates research objectives and envisions the main components of study required in anticipation of the dissertation. A well-crafted statement should also clearly show how the resources of the GTU and the chosen department and concentration would assist in attaining the outlined goals. Finally, it should touch on academic background, indicating how this foundation will contribute to the proposed study, as well identifying appropriate GTU faculty with whom the applicant might work with, and why. Part of the challenge of the statement is that it should be brief (300-500 words). This is a vital part of the application process, and should be typewritten and signed.</p>
<input type="checkbox"/>	<p>4. Academic Writing Sample. This should be as close to 20 pages as possible, without exceeding that limit. The writing sample may be an essay written for the application, a paper submitted during coursework, or an excerpt from a paper or thesis. It should include footnotes or endnotes as well as a bibliography. Please do not submit an entire thesis.</p>

<input type="checkbox"/>	<p>5. Official scores of the Graduate Record Exam (GRE) or TOEFL. (Suspended for 2020-2021)</p> <p>All applicants whose native language is English are required to submit GRE scores from an exam taken within the last five years. Scores should be sent from the Educational Testing Service (ETS) to the GTU Admissions Office (institution code 4336). We recommend that applicants take the exam by mid-November, as scores must be in by the end of December in order for the file to be considered complete.</p> <p>International students applying from a country in which English is not the official language are required to take the Test of English as a Foreign Language (TOEFL) in place of the GRE. TOEFL scores must be from an exam taken within the last two years. Contact ETS to register for either the GRE or TOEFL: http://www.ets.org/.</p>
<input type="checkbox"/>	<p>6. Official transcripts for all post-secondary academic work. PhD applicants must submit official transcripts of all college-level work. If an applicant is currently enrolled in a program, an in-progress transcript showing work to date needs to be submitted. Upon admittance, final transcripts demonstrating the conferral of degree need to be submitted before enrollment in the doctoral program. An applicant should also list all post-secondary schools attended, with the most recent listed first. Official transcripts are sealed, unopened documents issued by the institution which bear the actual signature of the registrar and the seal of the institution. Institutions can also send official transcripts directly to the GTU's Admissions Department: admissions@gtu.edu.</p>
<input type="checkbox"/>	<p>7. Three letters of recommendation. Letters are requested by the applicant and submitted by the recommender via the online application system. Forms are also available to download on the GTU website. If you do not use the online system, we suggest that your recommenders seal the letter in an envelope and sign across the seal, return it to you to send with your application materials, or if they prefer, they may send the letter directly to the Admissions Office of the GTU via email or hard copy.</p> <p>Note: Choose people who can speak knowledgeably and articulately about your academic and intellectual potential and will write specific letters. Academic references are different from general character references.</p> <p><input type="checkbox"/> 1. _____</p> <p><input type="checkbox"/> 2. _____</p> <p><input type="checkbox"/> 3. _____</p>
<input type="checkbox"/>	<p>8. Application fee of \$135 for domestic applicants and \$155 for international applicants. The fee should be sent in a check payable to a U.S. bank or by means of an international postal money order. Online applicants will pay the application fee when submitting the application via CollegeNet.</p>

Our mailing address is: Admissions
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Graduate Theological Union
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Questions may be addressed to:
Admissions Department
Phone: 510-649-2460
Email: admissions@gtu.edu

Learn more at: www.gtu.edu