



Graduate Theological Union

Master of Arts Application Checklist

<input type="checkbox"/>	<p>Select your school of affiliation. Before you complete the application to the Graduate Theological Union's Common MA program, determine the appropriate school to select as your school of affiliation. Contact the admissions office at your prospective school of affiliation—they will help explore whether your background and interests are suitable for the program you have selected.</p>
<input type="checkbox"/>	<p>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 Admissions Office of the GTU. 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. Applicants for the MA program are asked to submit a 300 to 500 word personal statement explaining why you are applying to the GTU for the MA degree. The statement of purpose is not a personal biography, but a statement of goals that explains your academic study interests, and outlines the reasons the GTU, its faculty, and your school of affiliation are an appropriate place to study for the MA degree.</p>
<input type="checkbox"/>	<p>4. Official scores of the Graduate Record Exam (GRE) or TOEFL. (<i>Requirement suspended for 2020-2021</i>)</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. Scores must be from an exam taken within the last two years. Scores must be sent from the Educational Testing Service (ETS) to the GTU Admissions Office (institution code 4336).</p>

<input type="checkbox"/>	<p>5. Official transcripts for all post-secondary academic work. Applicants for the MA program are expected to submit one official transcript from each undergraduate and graduate school attended. Applicants are expected to have a minimum Grade Point Average of 3.0 (on a scale of 4.0) for the bachelor's degree. Transcripts should show a range of undergraduate courses which demonstrate solid preparation in the humanities and some knowledge of religion. 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 must demonstrate conferral of degree. An applicant should also list all post-secondary schools attended, with the most recent listed first. Official transcripts are either sealed, unopened documents issued by the institution which bear the actual signature of the registrar and the seal of the institution, or official digital documents sent directly from the institution. This should be mailed or emailed from the institution of study directly to the Admissions Office of the GTU.</p>						
<input type="checkbox"/>	<p>6. 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 here. 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> <table style="margin-left: 100px;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 20px;">1. _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 20px;">2. _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 20px;">3. _____</td> </tr> </table>	<input type="checkbox"/>	1. _____	<input type="checkbox"/>	2. _____	<input type="checkbox"/>	3. _____
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<input type="checkbox"/>	<p>7. Application fee of \$40. 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 Office
Graduate Theological Union
2400 Ridge Road
Berkeley, CA 94709
USA

Questions may be addressed to:

Admissions Department
Phone: 510-649-2460
Email: admissions@gtu.edu

Learn more at: www.gtu.edu