



## Requirements for Admission | School of Ministry

### Application Deadlines:

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall	February 28	May 1*	July 1
Spring	October 1	N/A	November 15
Summer	N/A	N/A	April 1

\*Deadline for scholarship consideration

#### 1. Application Form and Fee [richmont.edu/admissions/applications/](http://richmont.edu/admissions/applications/)

\_\_\_ Completed online application (fee is paid at the end of the application).

#### 2. Essay

\_\_\_ Submit with your application or via email an essay incorporating the following topics:

- *What are your personal and professional goals and how would a degree from Richmont help you obtain these goals?*
- *What significant event(s) and/or influence(s) have helped shape your present values and approach to life?*
- *Describe your conversion experience and/or other important events in your Christian walk.*

Your essay should be a minimum of 500 words and approximately 2-5 pages. This statement will be examined to determine your writing ability and will be rated according to clarity of thought, grammar, and readability. It will also be used to learn more about you personally.

#### 3. Resume

\_\_\_ Submitted with application or via email including education, work experience, and volunteer work.

#### 4. Official Transcripts

\_\_\_ One official transcript from all post-secondary institutions attended. Transcripts must be sent directly from the institution. In order to review your file, we must have an official transcript for every institution attended, even if any credits were transferred to another school.

#### 6. Ministry Reference [richmont.edu/admissions/references](http://richmont.edu/admissions/references)

\_\_\_ Completed online Ministry Reference Form. To be completed by a leader that can address your ministry involvement who you have served with/under or alongside.

Applicants will be notified when their applications is complete. Once complete, the Admissions Committee will review the file. Applicants will be notified regarding their acceptance within 2-4 weeks.

For questions regarding your applications, contact your admissions counselor or the office of admissions.

Email: [admissions@richmont.edu](mailto:admissions@richmont.edu)

Address:

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