



INSTRUCTIONS FOR ADMISSION APPLICATIONS

General Instructions

A completed application includes all the requirements for each of the degree or non-degree programs. All materials must be submitted electronically in **PDF or Microsoft Word document formats only**. Apply today at www.capital.edu/trinity.

Application for Admission for **all Master level programs** – MDIV (Master of Divinity) and MTS (Master of Theological Studies)

- **Essay** by degree program (once you select your intended degree, a list of questions will be listed to include in your essay).
- **3 References** (one from a Pastor or Spiritual leader, one from an academic person and the other can be colleague, friend, or other professional person)
- ***Official Transcripts** (Must be from institution to institution. Students cannot send transcripts directly to Trinity Lutheran Seminary or Capital University. Students must request official transcript from their institution and pay the designated fee set by the institution.
- Resume or CV
- Applicant Waiver for Background check form

*If an applicant does not hold an associates or bachelor degree, they must complete an additional essay stating their intent for pursuing a degree and provide information regarding trainings, certificates, a book list, copy of sermons or other ministry related information that supports their call to ministry. This information must also be included in this application.

Affiliate Students

Affiliated students, by definition, are attending non-ELCA seminaries. All affiliate students are completing an MDIV at another seminary or divinity school, but affiliating with TLS for internship and Lutheran Year studies to complete candidacy requirements. Affiliated students must pay a one-time affiliation fee of \$1050 fee which they can pay at one time or in three annual installments. Affiliated students taking courses, must also pay tuition in addition to the affiliation fee. Affiliate students must speak with our academic dean first before completing application at tlsacademics@capital.edu.

- Submit Official Transcripts
- Essay from candidacy committee (upload the essay submitted to the candidacy committee)
- Applicant Waiver for Background check form
- Affiliation Fee (must be paid before application can be processed)



Non-Degree (or student's auditing a course)

Complete the [Non-Degree application online](#). Students must submit the following:

- Unofficial Transcript
- Application fee

Application Deadlines and Financial Aid

Applications for fall term is **May 1st** and **November 15th** for Spring term. Applications are reviewed once all required information is received. Financial Aid information at the same to ensure funding for the term. The following financial aid information should be completed by those requesting financial aid:

- FAFSA <https://studentaid.gov/h/apply-for-aid>
- Trinity Lutheran Seminary Financial Aid application <https://www.capital.edu/semscholarships/>

Other financial aid

Trinity provides several scholarships. Our latest scholarship is the **Ohio Ministry Practitioner Scholarship (OMP)**. The deadline for this scholarship is **July 20th**. For eligibility, please go to <https://www.capital.edu/semscholarships/>