



## BETHEL SEMINARY

### BETHEL SEMINARY ADMISSION REQUIREMENTS AND GUIDELINES for DOCTOR of MINISTRY INTERNATIONAL STUDENTS

*In addition to Bethel Seminary's general admission requirements and forms, all Doctor of Ministry applicants who are not U.S. citizens, or permanent residents of the U.S., must fulfill the following requirements.*

1. International applicants must hold a Master of Divinity degree (or its equivalent) from an accredited seminary. **Applicants must request that official grade transcripts (not photo copies) be sent directly from their schools to the Office of Admissions and Recruitment at Bethel Seminary. Please do not send photocopies of diplomas or degrees. Only hard-copy grade transcripts should be sent.** If these records are not in English, they must be translated into English by a professional academic translator. One such organization is the World Education Services (WES). Their web site is [www.wes.org](http://www.wes.org), or they can be reached at P.O. Box 745, Old Chelsea Station, New York, NY 10113-0734, USA. We may also require a professional evaluation for international transcripts that are in English. The cost for such an evaluation is the responsibility of the student.
2. All applicants must demonstrate proficiency with the English language. In most cases, applicants whose first language is not English will be required to submit scores from the Test of English as a Foreign Language (TOEFL). Applicants must receive a score of at least 87 on the internet-based test. Exceptions will be considered for those whose entire educational program has been done in English. Information on the TOEFL can be secured from the Educational Testing Service, PO Box 899, Princeton, NJ, 08540, USA., or on the web at: [www.toefl.org](http://www.toefl.org) Bethel's institutional code number is 6067.
3. To receive a student visa (F-1), a student must present to the U.S. Embassy in their home country an I-20 form issued by Bethel Seminary. Bethel will send an I-20 form once we receive the International Student Certification of Finances Form from the student and the student has been admitted to a degree program. The form will need to show evidence of sufficient financial resources to fund the first year of study in Doctor of Ministry program. The financial resources may come from personal or family funds, and/or as sponsorship from a church or organization. ***Photocopied verification of all financial statements and bank records must be returned to us with the Certification form.***

4. We do not recommend that students bring their family members with them while attending the on-campus intensives.
5. All seminary students, including international students, must carry health insurance during their studies with us. For students who do not have health insurance which covers them while traveling abroad, short-term policies will be provided and paid for by the student before they leave their home country. All fees -- e.g. tuition, insurance, housing, etc. -- must be paid in U.S. dollars.
6. International students must provide for their transportation to and from the U.S.
7. International students must maintain full time enrollment and satisfactory academic progress in order to maintain their F-1 Visa status.
8. International students should plan to arrive in St. Paul three days prior to their first on-campus intensive and a day or two prior to all subsequent intensive start dates.
9. International students must first complete the *Request for Application Materials* before the regular admission forms will be sent.

Please send all correspondence to:

Office of Admissions & Recruitment  
Bethel Seminary  
3949 Bethel Dr.  
St. Paul, MN 55112  
USA

e-mail address: [bsem-apply@bethel.edu](mailto:bsem-apply@bethel.edu)