



**KNOX**  
THEOLOGICAL SEMINARY

**THIS BOOKLET CONTAINS:**

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# Application Procedures

## I. Deadlines

To ensure adequate time for processing, all application components should be received by the Admissions Office by the following dates:

Summer Term:	May 1
Fall Semester:	June 1
Winter Term:	December 1
Spring Semester:	January 1

Late applications will be received but are subject to a \$50 Late Application Fee in addition to the Application Fee. Applications are accepted no earlier than one year prior to the date you expect to enter.

## II. Application for Admission

Submit your completed and signed application form (pages 1-4) along with the following items to the Admissions Office:

- \$100 Application Fee (Make checks payable in U.S. funds to *Knox Seminary*.)
- A recent photograph
- Your type-written testimony (500-1,000 words typed), which should include:  
(a) a comprehensive account of your relationship with Jesus Christ, your continuing Christian life, and service in which you've been involved, **and**  
(b) your reasons for pursuing or continuing your theological training, including your vision and call to ministry, your theological beliefs, and how you feel you will benefit from your seminary training.

**Doctor of Ministry applicants only:** Provide a *Letter of Endorsement* from your governing church officials, board, or appropriate institution in which you are now ministering. The brief letter should indicate their approval of your intention to seek admission to the Doctor of Ministry program.

**International Students must submit the following items in addition to the application:**

- TOEFL/TWE Scores (*our TOEFL code is: 5382*) or ELS level 109 completion certificate
- Statement of Financial Resources
- Bank Letter of Deposit from your bank
- Bank Letter of Deposit and affidavit of support from each individual, church, or organization who will be supporting you financially while you are in seminary

## III. Transcripts

- Official transcripts** should be sent from each institution *directly* to the Admissions Office.  
(*Contact each college or university you have attended to determine the procedures and fees for requesting a transcript. You may use the Transcript Request Forms (page 11) in this booklet if you wish, making copies as needed.*)

## IV. References

- Distribute the reference forms:** (pages 5-10) pastoral, academic, and personal. Ask your references to mail the completed form directly to the Admissions Office.  
(*A helpful hint: Provide your references with a Knox-addressed, stamped envelope to facilitate their timely response!*)

## V. Other Requirements

Admission may be granted to your program of study on the basis of the credentials stated above, or the Admissions Committee may contact you for one or more of the following:

- A personal interview
- The Graduate Record Exam
- An entrance exam in any subject deemed basic to seminary study

## VI. Notification of Admission

After your application and, other required materials are received, the Admissions Committee will review your file and you will be notified by mail of the decision. *If your application cannot be processed because Knox has not received one or more of your required references or transcripts, you will be notified.*

- Students admitted to a program will be asked to confirm their acceptance of admission by paying a \$50 deposit, to be applied to tuition costs.

# Application For Admission

KNOX THEOLOGICAL SEMINARY 5554 N. Federal Highway, Ft. Lauderdale, FL 33308 1.800.344.5669

## I. Personal Information (Please type or print) Male Female

Name:  Rev.  Mr.  Mrs.  Miss

\_\_\_\_\_ (\_\_\_\_\_)  
Last First Middle/Maiden Preferred name/Nickname

Present address (Effective until \_\_\_\_ / \_\_\_\_ / \_\_\_\_):

Number & Street \_\_\_\_\_

City/State/Zip or Postal Code \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of birth: \_\_\_\_\_  
Month Day Year

Citizenship: \_\_\_\_\_ Residency/Visa status: \_\_\_\_\_ Alien Registration #: \_\_\_\_\_

Permanent Address (if different from present address):

Number & Street \_\_\_\_\_

City/State/Zip or Postal Code \_\_\_\_\_

Marital status:  Single  Married  Separated  Divorced  Widowed

If divorced or separated, now or previously, please provide a type-written explanation on a separate page.

Spouse's name: \_\_\_\_\_ Spouse's date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

Names and ages of children: \_\_\_\_\_

Are you a veteran?  Yes  No If yes, give branch, date, rank: \_\_\_\_\_

How were you referred to Knox Theological Seminary?

- Magazine ad \_\_\_\_\_  Friend \_\_\_\_\_  KTS Alumnus \_\_\_\_\_  
 Radio ad \_\_\_\_\_  Pastor \_\_\_\_\_  Other: \_\_\_\_\_

## II. Church Information

Present church membership: \_\_\_\_\_

Your specific denominational affiliation: \_\_\_\_\_

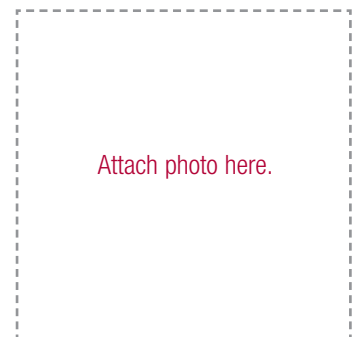
Ministerial status (if applicable):  Under Care  Licensed  Ordained

Name of body granting this status: \_\_\_\_\_

## III. Enrollment Information - When do you plan to enroll? Fall Winter Spring Summer Year: \_\_\_\_\_

Please indicate the program or status for which you are applying:

- Doctor of Ministry  
 Master of Divinity  
 Master of Arts (Biblical and Theological Studies)  
 Old Testament Specialization  
 New Testament Specialization  
 Master of Arts (Christianity and Culture)  
 Master of Arts in Evangelism  
 Special Student  
 Other: \_\_\_\_\_



## IV. Educational Information

List every post-high school institution where at least one course was taken for credit:

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

Have you ever been refused admittance or re-admittance by a school?  Yes  No

If yes, please provide a type-written explanation on a separate page.

Have you ever been dismissed from a school?  Yes  No

If yes, please provide a type-written explanation on a separate page.

Have you ever applied to Knox before?  Yes  No If yes, give date: \_\_\_\_\_

Have you been enrolled at Knox before?  Yes  No If yes, give dates: \_\_\_\_\_

Please list the names of any other seminary or graduate school to which you are applying:

\_\_\_\_\_

## V. Employment Information *(Attach a resume if available)*

Present or most recent employer: \_\_\_\_\_

Your job title: \_\_\_\_\_ Length of employment in position: \_\_\_\_\_

## VI. References

List the names and phone numbers of your references:

Pastor or Church officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic or Professional colleague: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal friend or Associate: \_\_\_\_\_ Phone: \_\_\_\_\_

## VII. Personal Statement

Have you ever experienced extreme financial difficulties, been insolvent, or declared bankruptcy?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Are you now being, or have you ever been, treated for substance abuse?  Yes  No

Do you have any communicable diseases?  Yes  No

Do you have any health condition that would limit your ability to study?  Yes  No

Have you suffered from any nervous or mental disorders?  Yes  No

Are you currently taking any medication(s)?  Yes  No

If yes to any of the above, please provide a type-written explanation on a separate page.

Please comment on any relevant medical or psychological history that may help us accommodate your needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Student Commitment

KNOX THEOLOGICAL SEMINARY 5554 N. Federal Highway, Ft. Lauderdale, FL 33308 1.800.344.5669

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## Statement of Faith

Knox requires its students to affirm the following Statement of Faith. Students acknowledge their understanding of and agreement with these essential truths which are vital to the gospel.

1. The Scriptures of the Old and New Testaments (excluding those books commonly called the Apocrypha) are inspired, the only infallible, authoritative Word of God.
2. There is one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit.
3. Our Lord Jesus Christ is God and man in one person. He was born of a virgin, lived a sinless life, performed miracles, and vicariously atoned for sin through His shed blood and death. He was bodily resurrected from the dead. He ascended to the right hand of God the Father and will personally return in power and glory.
4. Regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man.
5. God justifies the sinner on the basis of Christ's righteousness alone, which is imputed to him by grace alone and which is received by faith alone.
6. Eternal life is received by faith; that is, trusting in Jesus Christ alone for salvation.
7. The Holy Spirit indwells all true believers and enables them to live godly lives.
8. Both the saved and the lost will be resurrected from the dead; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
9. There is spiritual unity of all true believers in our Lord Jesus Christ.

## Conduct Policy

Knox requires its students to abide by the following Conduct Policy. Students acknowledge their voluntary submission to the spiritual discipline of Christ as exercised by the Seminary's Faculty and Board.

Student conduct is under the supervision of the Faculty, acting through the Dean of Students. The Seminary assumes that its students will conduct themselves as mature Christians. The Seminary reserves the right to dismiss a student whose conduct is found, after due process, to be in violation of the moral, spiritual, and ethical principles of Scripture as interpreted by the *Westminster Confession of Faith* and the *Larger and Shorter Catechism*. As a commission of the Session of Coral Ridge Presbyterian Church (PCA), the Board of the Seminary reserves the right to take action beyond dismissal as it may deem necessary.

I hereby affirm and acknowledge my understanding of and agreement with the Student Commitments as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pastoral Reference

KNOX THEOLOGICAL SEMINARY 5554 N. Federal Highway, Ft. Lauderdale, FL 33308 1.800.344.5669

## To be completed by the applicant:

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Applicant's telephone: (\_\_\_\_\_) \_\_\_\_\_ Program applied for: \_\_\_\_\_

## To the pastor or church officer:

We would appreciate your honest estimate of this applicant's personality and character. This reference will be kept in strictest confidence. Thank you for your assistance to us on the applicant. *Please mail this form directly to the Admissions Office.*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Church name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Country

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_ years

How well do you know the applicant?  Very well  Fairly well  Casually  Not well

2. Are you related to the applicant?  Yes  No

If yes, what relation? \_\_\_\_\_

3. How is the applicant gifted for vocational Christian service?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How would you rate the applicant's potential success for Christian ministry?

Exceptionally good  Very good  Good  Fair  Poor

5. If the applicant is married, how would you evaluate his/her marriage relationship?

Don't know  Superficial  Detached, aloof  Reserved  Warm, growing  Good communication

6. Do you have any reason to doubt the applicant's personal integrity? If so, please specify.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. In what areas do you believe the applicant will excel as a student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please evaluate the candidate by checking one or more items under each of the headings below. Do not check items which you have had no opportunity to observe or of which you feel uncertain:

**1. Achievement**

(ability to formulate, execute, and carry plans to conclusion)

- Does only what is assigned
- Starts; doesn't finish
- Meets average expectations
- Resourceful and effective
- Superior creative ability

**2. Emotional Adjustment**

- Yields to urges or craving
- Tense; fearful; worried
- Easily angered; easily frustrated
- Downhearted; blue; depressed
- Maintains balance; self-controlled

**3. Intelligence**

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity

**4. Leadership**

(ability to inspire others and maintain their confidence)

- Makes no effort to lead
- Tries but lacks ability
- Has some leadership promise
- Good leadership ability
- Unusual ability to lead

**5. Perseverance**

(in completing a task)

- Gives up easily; easily discouraged
- Needs encouragement to persevere
- Persists in most circumstances
- Persists even under adversity

**6. Physical Condition**

- Frequently incapacitated
- Somewhat below par
- Fairly healthy
- Good health

**7. Responsiveness**

(to the feelings and needs of others)

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Responds with unusual insight and consideration

**8. Self-image**

- Insecure
- Inferiority complex
- Self-confident
- May be prone to boast
- Modest, true estimate of self

**9. Sociability or friendliness**

- Avoided by others
- Tolerated by others
- Liked by others
- Well-liked by others
- Sought by others

**10. Teachability**

- Rigid; argumentative
- Highly opinionated
- Open-minded
- Willing to receive instruction
- Eager to receive instruction

**11. Teamwork**

(ability to work with others)

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Able to work with others of different personality or temperament
- Most effective in teamwork

**12. Use of money**

- Talks frequently of debt or financial worries
- Expects others to meet needs
- Careless
- Extravagant
- Careful, has a budget

Listed below are some tendencies which, if present, may reduce the effectiveness of the student. Check any characteristics or traits which you have noted in the applicant:

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Critical of others   | <input type="checkbox"/> Argumentative                                     | <input type="checkbox"/> Aloof                                      | <input type="checkbox"/> Anxious                                      | <input type="checkbox"/> Tense         |
| <input type="checkbox"/> Impatient            | <input type="checkbox"/> Cocky   | <input type="checkbox"/> Easily offended                            | <input type="checkbox"/> Easily embarrassed                           | <input type="checkbox"/> Unteachable   |
| <input type="checkbox"/> Intolerant           | <input type="checkbox"/> Domineering                                       | <input type="checkbox"/> Lacking tact                               | <input type="checkbox"/> Frequently worried                           | <input type="checkbox"/> Sullen        |
| <input type="checkbox"/> Quick-tempered       | <input type="checkbox"/> Rude  | <input type="checkbox"/> Impersonal                                 | <input type="checkbox"/> Discouraged                                  | <input type="checkbox"/> Nervous       |
| <input type="checkbox"/> Rigid; not adaptable | <input type="checkbox"/> Prejudiced toward groups, races, or nationalities | <input type="checkbox"/> Lacking in humor; inability to take a joke | <input type="checkbox"/> Given to exclusive and absorbing friendships | <input type="checkbox"/> Irritable     |
|   |  |   |   | <input type="checkbox"/> Self-centered |

If there are any additional facts which we should know, please write them on a separate sheet. You may include the names and addresses of additional references which you think would be of help in evaluating this applicant.

(Knox Theological Seminary is committed to assisting the pastor in the work of spiritual oversight of an applicant, including the faculty's readiness to provide updates on their progress as a student at the Seminary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please call the Admissions Office toll-free at 1.800.344.5669 or e-mail us at Knox@KnoxSeminary.edu.

# Academic Reference

KNOX THEOLOGICAL SEMINARY 5554 N. Federal Highway, Ft. Lauderdale, FL 33308 1.800.344.5669

To be completed by the applicant:

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Street

City

State

Zip

Country

Applicant's telephone: (\_\_\_\_\_) \_\_\_\_\_ Program applied for: \_\_\_\_\_

*To the professor or professional colleague:*

We would appreciate your honest estimate of this applicant. This reference will be kept in strictest confidence. Thank you for your assistance to us and the applicant. *Please mail this form directly to the Admissions Office.*

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Educational/Professional institution: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Country

Telephone: (\_\_\_\_\_) \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_ years

How well do you know the applicant?  Very well  Fairly well  Casually  Not well

2. Are you related to the applicant?  Yes  No

If yes, what relation? \_\_\_\_\_

3. What particular association have you had with the applicant? \_\_\_\_\_

4. In your judgment, is the applicant a diligent student? \_\_\_\_\_

5. In what areas do you believe the applicant may need help as a student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. In what areas do you believe the applicant will excel as a student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Do you have any reason to doubt the applicant's personal integrity? If so, please specify.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. As a professor, the applicant ranks in the  Top 10%  Top 25%  Top 50%  Bottom 50%  
of the \_\_\_\_\_ students I have taught in the last \_\_\_\_\_ years.

(number)

Please evaluate the candidate by checking one or more items under each of the headings below. Do not check items which you have had no opportunity to observe or of which you feel uncertain:

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(ability to formulate, execute, and carry plans to conclusion)

- Does only what is assigned
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- Meets average expectations
- Resourceful and effective
- Superior creative ability

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- Easily angered; easily frustrated
- Downhearted; blue; depressed
- Maintains balance; self-controlled

**3. Intelligence**

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity

**4. Leadership**

(ability to inspire others and maintain their confidence)

- Makes no effort to lead
- Tries but lacks ability
- Has some leadership promise
- Good leadership ability
- Unusual ability to lead

**5. Perseverance**

(in completing a task)

- Gives up easily; easily discouraged
- Needs encouragement to persevere
- Persists in most circumstances
- Persists even under adversity

**6. Physical Condition**

- Frequently incapacitated
- Somewhat below par
- Fairly healthy
- Good health

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(to the feelings and needs of others)

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- Reasonably responsive
- Understanding and thoughtful
- Responds with unusual insight and consideration

**8. Self-image**

- Insecure
- Inferiority complex
- Self-confident
- May be prone to boast
- Modest, true estimate of self

**9. Sociability or friendliness**

- Avoided by others
- Tolerated by others
- Liked by others
- Well-liked by others
- Sought by others

**10. Teachability**

- Rigid; argumentative
- Highly opinionated
- Open-minded
- Willing to receive instruction
- Eager to receive instruction

**11. Teamwork**

(ability to work with others)

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Able to work with others of different personality or temperament
- Most effective in teamwork

**12. Use of money**

- Talks frequently of debt or financial worries
- Expects others to meet needs
- Careless
- Extravagant
- Careful, has a budget

Listed below are some tendencies which, if present, may reduce the effectiveness of the student. Check any characteristics or traits which you have noted in the applicant:

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Critical of others   | <input type="checkbox"/> Argumentative                                     | <input type="checkbox"/> Aloof                                      | <input type="checkbox"/> Anxious                                      | <input type="checkbox"/> Tense         |
| <input type="checkbox"/> Impatient            | <input type="checkbox"/> Cocky   | <input type="checkbox"/> Easily offended                            | <input type="checkbox"/> Easily embarrassed                           | <input type="checkbox"/> Unteachable   |
| <input type="checkbox"/> Intolerant           | <input type="checkbox"/> Domineering                                       | <input type="checkbox"/> Lacking tact                               | <input type="checkbox"/> Frequently worried                           | <input type="checkbox"/> Sullen        |
| <input type="checkbox"/> Quick-tempered       | <input type="checkbox"/> Rude  | <input type="checkbox"/> Impersonal                                 | <input type="checkbox"/> Discouraged                                  | <input type="checkbox"/> Nervous       |
| <input type="checkbox"/> Rigid; not adaptable | <input type="checkbox"/> Prejudiced toward groups, races, or nationalities | <input type="checkbox"/> Lacking in humor; inability to take a joke | <input type="checkbox"/> Given to exclusive and absorbing friendships | <input type="checkbox"/> Irritable     |
|   |  |   |   | <input type="checkbox"/> Self-centered |

If there are any additional facts which we should know, please write them on a separate sheet. You may include the names and addresses of additional references which you think would be of help in evaluating this applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please call the Admissions Office toll-free at 1.800.344.5669 or e-mail us at Knox@KnoxSeminary.edu.

# Personal Reference

KNOX THEOLOGICAL SEMINARY 5554 N. Federal Highway, Ft. Lauderdale, FL 33308 1.800.344.5669

To be completed by the applicant:

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Street City State Zip Country

Applicant's telephone: (\_\_\_\_\_) \_\_\_\_\_ Program applied for: \_\_\_\_\_

**To the personal friend or associate:**

We would appreciate your honest estimate of this applicant's personality and character. This reference will be kept in strictest confidence, Thank you for your assistance to us and the applicant. *Please mail this form directly to the Admissions Office.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Country

Telephone: (\_\_\_\_\_) \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_ years  
How well do you know the applicant?  Very well  Fairly well  Casually  Not well

2. Are you related to the applicant?  Yes  No

If yes, what relation? \_\_\_\_\_

3. What particular association have you had with the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any reason to doubt the applicant's personal integrity? If so, please specify.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If the applicant is married, how would you evaluate his/her marriage relationship?

Don't know  Superficial  Detached; aloof  Reserved  Warm; growing  Good communication

6. Do you have any reservations in recommending this person?

\_\_\_\_\_  
\_\_\_\_\_

7. How is this person gifted for Christian service?

\_\_\_\_\_  
\_\_\_\_\_

Please evaluate the candidate by checking one or more items under each of the headings below. Do not check items which you have had no opportunity to observe or of which you feel uncertain:

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(ability to formulate, execute, and carry plans to conclusion)

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(in completing a task)

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(to the feelings and needs of others)

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- Modest, true estimate of self

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- Sought by others

**10. Teachability**

- Rigid; argumentative
- Highly opinionated
- Open-minded
- Willing to receive instruction
- Eager to receive instruction

**11. Teamwork**

(ability to work with others)

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**12. Use of money**

- Talks frequently of debt or financial worries
- Expects others to meet needs
- Careless
- Extravagant
- Careful, has a budget

Listed below are some tendencies which, if present, may reduce the effectiveness of the student. Check any characteristics or traits which you have noted in the applicant:

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Critical of others   | <input type="checkbox"/> Argumentative                                     | <input type="checkbox"/> Aloof                                      | <input type="checkbox"/> Anxious                                      | <input type="checkbox"/> Tense         |
| <input type="checkbox"/> Impatient            | <input type="checkbox"/> Cocky   | <input type="checkbox"/> Easily offended                            | <input type="checkbox"/> Easily embarrassed                           | <input type="checkbox"/> Unteachable   |
| <input type="checkbox"/> Intolerant           | <input type="checkbox"/> Domineering                                       | <input type="checkbox"/> Lacking tact                               | <input type="checkbox"/> Frequently worried                           | <input type="checkbox"/> Sullen        |
| <input type="checkbox"/> Quick-tempered       | <input type="checkbox"/> Rude  | <input type="checkbox"/> Impersonal                                 | <input type="checkbox"/> Discouraged                                  | <input type="checkbox"/> Nervous       |
| <input type="checkbox"/> Rigid; not adaptable | <input type="checkbox"/> Prejudiced toward groups, races, or nationalities | <input type="checkbox"/> Lacking in humor; inability to take a joke | <input type="checkbox"/> Given to exclusive and absorbing friendships | <input type="checkbox"/> Irritable     |
|   |  |   |   | <input type="checkbox"/> Self-centered |

If there are any additional facts which we should know, please write them on a separate sheet. You may include the names and addresses of additional references which you think would be of help in evaluating this applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please call the Admissions Office toll-free at 1.800.344.5669 or e-mail us at Knox@KnoxSeminary.edu.

## Request for Official Transcripts of Credits

*Please type or print*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To the Registrar or Guidance Officer at:

\_\_\_\_\_  
*Name of College or Graduate School*

Please forward an official copy of my academic record to:

Knox Theological Seminary  
Attention: Admissions Office  
5554 N. Federal Highway  
Fort Lauderdale, FL 33308

Please inform me if you cannot release my transcripts.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Name (first/middle/last)*

\_\_\_\_\_  
*Maiden Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Date of Graduation (or years of attendance)*

## Request for Official Transcripts of Credits

*Please type or print*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To the Registrar or Guidance Officer at:

\_\_\_\_\_  
*Name of College or Graduate School*

Please forward an official copy of my academic record to:

Knox Theological Seminary  
Attention: Admissions Office  
5554 N. Federal Highway  
Fort Lauderdale, FL 33308

Please inform me if you cannot release my transcripts.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Name (first/middle/last)*

\_\_\_\_\_  
*Maiden Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Date of Graduation (or years of attendance)*

## Request for Official Transcripts of Credits

*Please type or print*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To the Registrar or Guidance Officer at:

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*Name of College or Graduate School*

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Attention: Admissions Office  
5554 N. Federal Highway  
Fort Lauderdale, FL 33308

Please inform me if you cannot release my transcripts.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Name (first/middle/last)*

\_\_\_\_\_  
*Maiden Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Date of Graduation (or years of attendance)*

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# Financing Your Seminary Education

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As you prepare your budget for the academic year, we ask you to consider the following resources that may assist you with your financial needs.

## I. Knox Scholarships

A number of scholarship funds have been established through the generosity of individuals and families who faithfully support the Seminary. Students who need financial assistance are encouraged to apply for Knox scholarships by completing the attached Scholarship Application. *Knox Scholarships are applied toward Master-level tuition only and priority is given to students enrolled full-time.* Some scholarship funds may have required items that you will need to submit in order to be considered for the award.

You may return your Scholarship Application to the Admissions Office along with your Admissions Application, or immediately upon receipt of your admissions acceptance letter. Knox awards scholarships based on the student's need and the Seminary's availability of scholarship funds. *Scholarship Applications are reviewed after the applicant is accepted into a program.*

**Remember, you must reapply for scholarship each academic year by the June 1st deadline.**

## II. Other Scholarship or Loan Resource

Many denominations offer scholarships for graduate studies. Contact your denomination headquarters for available information. You may also want to utilize a search site like [www.fastweb.com](http://www.fastweb.com) for additional scholarship or loan resources.

## III. Church Support

Many students find significant support from their home churches, through organized funds, or from individuals within the church. Share your desire to attend the Seminary with your pastor, your church officials, and other church members to whom you are close. Ask them first to pray for you and then, to prayerfully consider providing assistance with your education expenses as you attend the Seminary.

## IV. Job Opportunities

In addition to work in local area churches, Knox students may choose from a wide variety of full-time and part-time employment opportunities in the Fort Lauderdale-Miami area. Contact the Admissions Office for employment information. An additional internet resource may be found in the local *Fort Lauderdale Sun-Sentinel* classified ads: [www.sun-sentinel.com/classified/jobs](http://www.sun-sentinel.com/classified/jobs) or the *Miami Herald* classified ads: [www.careerbuliders.com](http://www.careerbuliders.com)

## V. Payment Arrangements

The Business Office will work with you if you cannot pay in full at the beginning of the term. *Installment payment plans must be arranged in advance of registration through the Business Office.* Generally, 25% of the tuition and fees is due at registration, with a maximum of three additional monthly installment payments. (See the Academic Catalog section, *Tuition and Fees*, for more information.)

## VI. Credit Card Payments

Knox accepts the following credit cards for payment of tuition, books, and fees: Visa, MasterCard, Discover, and American Express.

*We encourage students to use discernment with credit, and to use credit cards responsibly.*

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Financing Your Education  
page

Please type or print:

I. Program of Study

- Master of Divinity, Master of Arts in Evangelism, Master of Arts (Christianity and Culture), Master of Arts (Biblical and Theological Studies), Other:

When do you plan to enroll? Fall, Winter, Spring, Summer Year:

Your expected enrollment status? Full-time, Part-time

II. Personal Information Male, Female

Name: Mr., Mrs., Miss, Last, First, Middle/Maiden, Preferred name/Nickname

Present address (Effective until / / )::

Number & Street

City/State/Zip or Postal Code/Country

Telephone: Home ( ) Work ( )

E-Mail address:

Social Security #: Date of birth: / / Place of birth:

Citizenship: Residency/Visa status: Alien Registration #:

Permanent Address (If different from present address):

Number & Street

City/State/Zip or Postal Code/Country

Marital status: Single, Married, Separated, Divorced, Widowed

Spouse's name: Spouse's date of birth: / /

Name and ages of children:

Are you a Veteran? Yes, No Are you eligible for Veteran's benefits? Yes, No

III. Employment Information

Present or most recent employer:

Your job title: Length of employment in position:

# Student Financial Worksheet

## Source of Monthly Income:

- a. Student's gross salary \$ \_\_\_\_\_
- b. Spouse's gross salary \$ \_\_\_\_\_
- c. Loans \$ \_\_\_\_\_
- d. Aid from parents \$ \_\_\_\_\_
- e. Aid from spouse's parents \$ \_\_\_\_\_
- f. Aid from churches \$ \_\_\_\_\_
- g. Aid from friends \$ \_\_\_\_\_
- h. Other \$ \_\_\_\_\_

**Monthly Income Total** \$ \_\_\_\_\_

## Other Potential Resources:

- a. Savings account \$ \_\_\_\_\_
- b. Checking account \$ \_\_\_\_\_
- c. Home equity \$ \_\_\_\_\_
- d. Other real estate \$ \_\_\_\_\_
- e. Business/farm value \$ \_\_\_\_\_
- f. Stocks, bonds, and CDs \$ \_\_\_\_\_
- g. Trust funds \$ \_\_\_\_\_
- h. IRA/Keogh or pension \$ \_\_\_\_\_

**Other Potential Resources** \$ \_\_\_\_\_

## Source of Monthly Expenses:

Tithe \$ \_\_\_\_\_

Tuition & fees (per month) \$ \_\_\_\_\_

*Note: Annual full-time tuition & fees is \$6,410 or approximately \$800 per month. (8 months)*

Books (per month) \$ \_\_\_\_\_

*Note: The annual full-time book fee is approximately \$600 or \$75 per month. (8 months)*

Rent/Mortgage \$ \_\_\_\_\_

*1 BR, walking distance from Knox: \$800-\$1,000/month*

*2 BR, walking distance from Knox: \$1,000-\$1,200/month*

Food \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Household/Clothing \$ \_\_\_\_\_

Insurance (health, car, life) \$ \_\_\_\_\_

Auto expense (fuel, repair, etc.) \$ \_\_\_\_\_

Medical bills \$ \_\_\_\_\_

Savings \$ \_\_\_\_\_

### Other outstanding debt:

Auto loan \_\_\_\_\_ \$ \_\_\_\_\_

Credit cards \_\_\_\_\_ \$ \_\_\_\_\_

Education loans \_\_\_\_\_ \$ \_\_\_\_\_

Other (list) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Monthly Expenses Total** \$ \_\_\_\_\_

**Minus Monthly Income Total** \$ \_\_\_\_\_

**Difference (+/--)** \$ \_\_\_\_\_

*I certify that the information on this form is true, correct, and complete. I understand that any misrepresentation may be cause for refusing or revoking my scholarship award and my seminary admission.*

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date



**ADDITIONAL REQUIREMENTS**

*Your application will not be considered without the following items:*

- Explain on a separate sheet what efforts you will make to raise your support while in seminary.
- U.S. Citizens only: Attach copies of your federal tax form 1040, W-2 and supporting schedules from the past two years.

**Note:** International student scholarship applications will be reviewed based on source of funds documentation submitted with the *Statement of Financial Resources* form.

## Information for International Students

Knox Seminary is authorized under federal law to enroll non-immigrant alien students.

The Certificate of Eligibility (1-20) needed to obtain a student visa cannot be issued until the student has been admitted to Knox and has met the language and financial requirements to our satisfaction.

### I. Establish Your English Language Proficiency

All international applicants from countries where English is not the official language must submit TOEFL (Test of English as a Foreign Language). This testing requirement *may* be waived for applicants who have earned an academic degree from an accredited institution of higher learning in the U.S. or those who have passed level 109 at an ELS Language Center. (See the ELS website: [www.els.com/](http://www.els.com/) for information on international ELS centers.)

*The Knox TOEFL code is 5382.* Enter this code on your answer sheet when you take the exam. You can also enter the code on the Score Report Request Form for tests taken less than one year ago. Knox does not accept TOEFL scores more than one year old. For registration and test-site information, call or write: TOEFL/TWE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA **or** Phone: 609-882-6601 or see the website [www.toeflgoanywhere.org](http://www.toeflgoanywhere.org).

### II. Submit Admission Application & 1-20 Documentation

The Admissions Office must receive the following items no later than three months prior to your expected date of entry:

- 1. Completed application form and**
  - a recent photograph of yourself
  - your testimony - 500-1,000 words, typed
  - application fee (\$50/U.S. funds payable to Knox)
- 2. Three references: (Pastoral, Academic, Personal)**
- 3. Official transcripts (mark sheets)**
  - from all colleges/universities attended
- 4. Proof of English language proficiency**
- 5. Statement of Financial Resources**
- 6. Original Bank Letter of Deposit** indicating the exact U.S.

dollar amount available to you for the first year of study. Your bank letter must be in English, contain NO alterations, and be dated no earlier than six months from the date you wish to begin your studies. The minimum amount required for a 12-month academic year is:

- \$32,870 for an unmarried student
- \$47,390 for a married student
- Add \$3,000 per dependent

**Reminder:** Federal regulations do not permit non immigrant aliens to work off-campus in the United States except under extraordinary circumstances. Spouses and children of an F-1 student may not accept employment under any circumstances.

**7. Original affidavit letter of support and a Bank Letter of Deposit** from any individual or organization providing support (dated no earlier than six months from the date you wish to begin your studies). You are likely to need this documentation to prove to the U.S. Consular Officials and U.S. Immigration that you have sufficient funds. It is suggested that you request two originals of all documents for this purpose (send one to Knox and keep one for your use).

**Note:** International students *currently* in the U.S. must also provide the following documents:

- Transfer letter (if transferring from another school in the U.S.)
- Copies of:
  - Visa page
  - Passport page with expiration date
  - Both sides of 1-94 card
  - Both sides of 1-20 card

Within one month of receiving your documents, you will be notified by letter advising you of the status of your admission to Knox.

### III. Submit Your Scholarship Application

*Knox Seminary currently offers scholarship for tuition assistance only.* You should attempt to secure support from your church, missionary society, foundations, or individuals.

Send the completed Scholarship Application to the Admissions Office along with your Application for Admission. You will be notified by letter whether or not scholarship has been granted.

An international student receiving scholarship in his first year of study may anticipate a similar award each subsequent year of study, however a new Scholarship Application must be submitted each year.

### IV. Obtain Your Student Visa

Upon review of the completed Statement of Financial Resources and supporting documents we will mail you the 1-20 form. (The student is responsible for the shipping fee which must be paid in advance.)

**You will need to take the following documents to the local consulate:**

1. Valid passport for yourself, and if applicable, your spouse and your dependents.
2. 1-20 form from Knox Seminary.
3. Proof of language proficiency.
4. Verification of financial support.
5. Your acceptance letter from Knox Seminary.

You may be required to demonstrate that you have comprehensive health and accident insurance for yourself and your family. We recommend that you obtain insurance coverage that will cover you during your trip and your time in the United States.

*You should check with your local consulate before you go, to see if there are any additional documents they will need you to provide.*

### V. Complete Your Registration

You are expected to arrive in Fort Lauderdale no later than the "report date" on your 1-20. Bring your visa documents and passport for yourself, and if applicable, passports for your spouse and your dependents to the Registrar's Office so you can complete your enrollment and register for your courses.

As a reminder, it is very important to keep your visa, the I-20, and the I-94 together with your passport. These documents work together to provide valid proof of your legal entry into the United States.

If you have questions please contact us:

**Phone:** 954.771.0376 **Fax:** 954.351.3343

**E-mail:** [Knox@KnoxSeminary.edu](mailto:Knox@KnoxSeminary.edu)

Office hours: Monday - Friday, 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

The following figures are estimated costs for a calendar year (12 months) and are subject to increase without notice. You are required to certify that you will have, readily available, the estimated sum covering your expenses for your first year at Knox (exclusive of travel expenses) and pledges of support for your remaining years of study.

**\*Note:** A proportionately larger amount must be certified if you plan to bring your spouse and dependent children (add \$3,000 per each dependent child).

### Estimated Annual Budget for Expenses

	Single	*Married
<b>Seminary Expenses:</b>		
Tuition & Fees	6,410	6,410
Books	<u>600</u>	<u>600</u>
<b>Annual Seminary Expenses</b>	<b>7,010</b>	<b>7,010</b>
<b>Monthly Personal Expenses</b>		
<b>Housing:</b>		
Food	200	450
Rent	750	1,000
Electric	75	90
Water	25	30
Basic phone service	50	50
Miscellaneous household	<u>60</u>	<u>120</u>
	<b>1,160</b>	<b>1,740</b>
<b>Apparel &amp; Services:</b>		
Clothing & personal care	100	190
Entertainment	75	150
Miscellaneous emergencies	<u>50</u>	<u>70</u>
	<b>225</b>	<b>410</b>
<b>Medical:</b>		
Health insurance	100	380
Life insurance	<u>50</u>	<u>100</u>
	<b>150</b>	<b>480</b>
<b>Transportation:</b>		
Auto payment	300	300
Fuel & oil	100	150
Maintenance	50	60
Auto insurance	<u>170</u>	<u>225</u>
	<b>620</b>	<b>735</b>
<b>Monthly Personal Expenses</b>	<b>2,155</b>	<b>3,365</b>
<b>Annual Personal Expenses</b>	<b>25,860</b>	<b>40,380</b>
<b>Annual Seminary + Personal Expenses</b>	<b>32,870</b>	<b>47,390</b>

### Source of Funds Documentation

All documentation must be submitted in English or accompanied by an official translation. Bank letters should have amounts expressed in U.S. dollars or have the current exchange rate.

#### Personal Account (Checking or Savings)

Letter from an officer of the bank or other financial institution in which he or she has deposits giving the following details: date account opened, total amount deposited for the last year, and present balance. All letters must be originals (no photocopies) and dated no more than six months prior to the intended date of entry.

#### Family member or relative

1. Letter from an officer of the bank or other financial institution in which he or she has deposits giving the following details: date account opened, total amount deposited for the last year, and present balance. All letters must be originals (no photocopies) and dated no more than six months prior to the intended date of entry.

2. Official affidavit of support that specifies the amount of support and the number of years that they will provide support.

#### Sponsor(s)

Each sponsor must provide:

1. Letter from an officer of the bank or other financial institution in which he or she has deposits giving the following details: date account opened, total amount deposited for the last year, and present balance. All letters must be originals (no photocopies) and dated no more than six months prior to the intended date of entry.

2. Official affidavit of support that specifies the amount of support and the number of years that they will provide support.

#### Other (Government or Employer)

1. Official award letter from the government or employer giving the following details: Name of the applicant, the amount of money available for each year of study, the duration of the award (including beginning and ending dates), the requirements of the award, the degree for which the award is tenable, and the name of *Knox Theological Seminary* as the institution to which the award is applicable.

2. Letter from an officer of the bank or other financial institution in which they have deposits giving the following details: date account opened, total amount deposited for the last year, and present balance. All letters must be originals (no photocopies) and dated no more than six months prior to the intended date of entry.

Note: Salary verification letters from employers are NOT acceptable.

#### Other (Loans)

Official letter from credit institution indicating approval of the loan and the amount approved.

# Statement of Financial Resources for International Students

KNOX THEOLOGICAL SEMINARY 5554 N. Federal Highway, Ft. Lauderdale, FL 33308 1.800.344.5669

This form is valid for one year only. Unsigned forms will not be accepted.

- Complete this form and return it to the Admissions Office. *All figures must be in U.S. dollars (\$USD).*
- **Attach** source of funds documentation verifying your financial resources.
- Note: This is not an Admission Application but is required supplementary information. (Form 1-20 cannot be issued unless you have been admitted and completed this form to our satisfaction.)

1. Name: \_\_\_\_\_ ( \_\_\_\_\_ )  
Last First Middle/Maiden Preferred name/Nickname

2. Address in your home country: \_\_\_\_\_  
Number & Street

City State Postal Code Country

3. Date of birth: (month/day/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of birth: (country) \_\_\_\_\_

4. Country of citizenship: \_\_\_\_\_

5. Current marital status:  Single  Married  Separated  Divorced  Widowed

6. \_\_\_\_\_ I plan to come without dependents.

7. \_\_\_\_\_ The following will accompany me:

Spouse's name: \_\_\_\_\_  
Family name First name Middle

Spouse's date of birth: (month/day/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Spouse's place of birth: (country) \_\_\_\_\_

Children or other dependents under age 18:

Family name First name Date of birth Country of birth Relationship to F-1 student

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8. Expected date of entry:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

9. What is the total amount of money (U.S. dollars) you expect to have when you arrive at Knox Seminary? \$ \_\_\_\_\_

10. How will you pay for your transport to the U.S.? \_\_\_\_\_

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11. How will you pay for your return transportation to your home country? \_\_\_\_\_

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Source of Funds <i>(Be specific, enter names)</i>	Assured Support	Projected Support			Required Source of Funds documentation See details, page 18
	Year 1	Year 2	Year 3	Year 4	
<b>Personal account(s)</b> <i>Name of bank:</i> <hr/>					1. Original bank letter, indicating current balance in account.
<b>Family member or relative</b> <i>Account holder name:</i> <hr/> <i>Name of bank:</i> <hr/>					1. Original bank letter, indicating current balance in account.  2. Official affidavit of support.
<b>Sponsor 1</b> <i>Account holder name:</i> <hr/> <i>Name of bank:</i> <hr/>					1. Original bank letter, indicating current balance in account.  2. Official affidavit of support.
<b>Sponsor 2</b> <i>Account holder name:</i> <hr/> <i>Name of bank:</i> <hr/>					1. Original bank letter, indicating current balance in account.  2. Official affidavit of support.
<b>Other</b> <i>Account holder name:</i> <hr/> <i>Name of bank:</i> <hr/>					1. Original bank letter, indicating current balance in account.  2. Official affidavit of support.
<b>Amounts in \$USD</b> <b>Total</b> (Must equal or exceed the estimate of expenses for each calendar year you plan to attend.)					

Tuition & Fees	\$ 6,410
Books	\$ 600
Living expenses (\$25,860 - Student only)	\$ 25,860
<b>Subtotal</b>	\$ 32,870
Expenses for spouse (add an additional \$14,520)	\$ _____
Expenses for dependents (add \$3,000 per dependent)	\$ _____
<b>Annual Expense Total</b>	\$ _____

Please attach a separate sheet for additional sources of funds or other information pertinent to the assessment of your financial resources.

*I certify that the information on this form is true, correct, and complete. I understand that any misrepresentation may be cause for refusing or revoking admission.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Application Checklist

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The following checklist is provided to assist you in the preparation of your application package. If you are having difficulty fulfilling any portion of the application requirements, please contact the Admissions Office. Your application cannot be processed if any of these components are missing.

### *Be sure you have submitted the following:*

- Application for Admission (be sure to sign pages 3 and 4).
- \$50 non-refundable, one-time application fee.  
(Include the \$50 Late Application Fee if you are applying after the deadline.)
- Personal written testimony — 500 -1,000 words, typed.
- Doctor of Ministry applicants only:** A *Letter of Endorsement* from your governing church officials, board, or appropriate institution in which you are now ministering.
- A recent photograph of yourself, attached to the lower right-hand corner of the application.
- Transcript Request Forms to *your previous institutions*.
- Distribute reference forms; ask each reference to send the completed form to the Admissions Office.

### *The following may be required of you by the Admissions Committee:*

- Personal interview.
- Entrance exam in a particular subject.
- The Graduate Record Exam.

International students need to submit the following *in addition* to the items listed above:

- TOEFL/TWE scores or ELS level 109 completion certificate.
- Statement of Financial Resources.
- Bank Letter of Deposit from your bank.
- Bank Letter of Deposit and affidavit of support from each individual, church, or organization who will be supporting you financially.
- Scholarship Application and appropriate documentation.

**Knox Theological Seminary** admits students of any race, color, national and ethnic origins, and physical handicap to all the rights, privileges, programs and activities generally accorded or made available to students of the Seminary. Knox does not discriminate on the basis of race, color, national and ethnic origins, and physical handicap in administration of its educational policies, admissions policies, scholarship programs, and other seminary-administered programs. *Admissions to the Master of Divinity and Doctor of Ministry programs is limited to men. This policy derives from Knox's commitment to operate according to the Holy Scriptures and the constitution of The Presbyterian Church in America, namely the Westminster Confession of Faith, the Larger and Shorter Catechism and the Book of Church Order.* However, the Seminary welcomes and encourages men and women to seek admission to our other programs.

Our Admissions Director  
will be happy to assist you  
through your application process.

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*Please call to arrange a campus visit, too!*

You can reach us by telephone  
Monday through Friday  
8:30 a.m. to 5:00 p.m. EST

**1.800.344.KNOX (5669)**

**954.771.0376**

Direct all correspondence to:

**KNOX THEOLOGICAL SEMINARY**

Admissions Office

5554 North Federal Highway

Fort Lauderdale, FL 33308

F: 954.351.3343

E: [Knox@KnoxSeminary.edu](mailto:Knox@KnoxSeminary.edu)

W: [www.KnoxSeminary.edu](http://www.KnoxSeminary.edu)