SEMINARY ADMISSIONS POLICY: GENERAL ADMISSION REQUIREMENTS			
Policy Type	Academic	**Initially Approved:**	February 2023
Policy Sponsor	Provost, VP Academic	**Last Revised:**	
Administrative Responsibility	Executive Director, Enrolment Management and Registrar	**Review Scheduled:**	2028
Approver	General Faculties Council		

A. Purpose

The purpose of this policy is to provide admission requirements and related admissions student status for students entering Seminary programs.

B. Scope

The policy applies to all students applying to a Seminary program.

C. Admissions Status

"Former Student" is an admissions status applied to a student who has been absent from the Seminary for one year and one semester. Former students must submit a new application for admission and considered for re-admission to a program.

"Mature Student" is an admissions status applied to a student admitted to a Seminary program that fulfills the personal character and English language proficiency requirement of the general admissions requirements, however, has not completed a baccalaureate degree.

"Regular Student" is an admissions status applied to a student admitted to a Seminary program that fulfills the general admissions requirements.

"Special Admission Student" is an admissions status applied to a student admitted to a Seminary program that fulfills the personal character and English language proficiency requirement of the general admissions requirements, however, does not meet the academic qualifications.

D. ADMISSIONS TYPES

Students are admitted to a Seminary program under the following categories:

Full Admission
Students receive Full Admission upon satisfying all general admission requirements.

Conditional Admission
Students may be offered conditional offers of admission while certain application documents are outstanding. Conditional Admission is a temporary admission category and students must satisfy the conditions of admission by the end of the first semester of enrolment.

E. **APPLICATION SUPPORTING DOCUMENTS**
Students seeking admission to a Seminary program must complete the following prior to a review for admission:

- *Application form*
- *Application fee*
- *Reference Forms*
    - *Employer/Professional/Academic contact*
    - *Pastor/Denominational Leader from Christian congregation or organization*
- *Official transcripts (academic records) submitted in English, or accompanied with notarized English translation.*
    - *Official transcripts are documents which are sent to directly to the Admissions office from the institution.*
    - *Official transcripts must indicate the courses studied; the grades obtained in each course along with degree conferred.*
- *Personal Statement including spiritual journey and educational goals*
- *Proof of English language proficiency (if required)*

All application supporting documents (Refer to Fraudulent Documentation policy) received by the Admissions office become the property of Ambrose and will not be photocopied or returned to students or forwarded to other institutions.

F. **GENERAL ADMISSIONS REQUIREMENTS**
Students may be granted Full Admission to a Seminary program as a Regular Student by meeting the following Personal Character, Academic and English Language Proficiency requirements.

Personal Character
The primary purpose of the Seminary is to prepare students for Christian ministries; therefore, applicants must demonstrate through supporting documentation a personal commitment to Christ that has existed at least one year prior to your projected date of enrolment, a balanced personality, reputable character and a motivation to learn.

Academic Qualifications
Applicants for all Seminary programs must:

- have completed a baccalaureate degree or its educational equivalent (with a minimum of 90 credit hours) from a recognized or accredited university, college or Bible college;
- have maintained a minimum GPA of 2.7 on a 4.0 scale in the last 60 credits of study.

English Language Proficiency (English language programs)
Students whose first language is not English, and who have not studied in a recognized English-speaking post-secondary institution (where the language of instruction is English), must demonstrate English proficiency for academic purposes by fulfilling the English language proficiency requirement in one of the following ways:
- TOEFL* (Test of English as a Foreign Language)
    - a minimum score of 560 on the paper-based; or
    - a minimum score of 83 on the internet-based TOEFL; or
    - a minimum score of 5.0 on the Test of Written English (TWE); or
- IELTS (International English Language Testing System)
    - a minimum score of 6.5 on the IELTS Academic test; or
- MELAB (Michigan English Language Assessment Battery)
    - a minimum score of 85; or
- CAEL (Canadian Academic English Language Assessment
    - a minimum score of 70 with no section less than 60; or
- PTE (Pearson Test of English)
    - a minimum score of 58 on the Academic version; or
- Duolingo English Test
    - a minimum score of 110 with no sub-score below 100

One or more of the above may be required, and you may be asked to provide an additional writing sample.
*The TOEFL institution code for Ambrose is 8915.

G. **SPECIAL ADMISSION STUDENT REQUIREMENTS**
Students who have completed a baccalaureate degree or its educational equivalent (with a minimum of 90 credit hours) from a recognized or accredited university, college or Bible college with a GPA greater than 2.0 and less than 2.7 on a 4.0 scale may be considered for admission as a Special Student to:

- Graduate Certificate in Christian Studies, Graduate Certificate in Leadership or Graduate Diploma in Christian Studies

Upon completion of one of the above program requirements with a 2.7 cumulative GPA, students may pursue one of the following programs:

- Master of Christian Studies, Master in Intercultural Ministry, Master in Leadership and Ministry, Master of Divinity, and/or Graduate Certificate in Spiritual Care

H. MATURE STUDENT REQUIREMENTS

Students who do not meet the academic qualifications (have not completed a baccalaureate degree) and are at least 28 years of age may be considered for admission as a Mature Student. Mature Students must meet the personal character and English language proficiency requirements and may be admitted to the following Seminary programs:

- Graduate Certificate in Christian Studies, Graduate Certificate in Leadership or Graduate Diploma in Christian Studies

Upon completion of one of the above program requirements with a 2.7 cumulative GPA, students may pursue one of the following programs:

- Master of Christian Studies, Master in Intercultural Ministry, Master in Leadership and Ministry, Master of Divinity, and/or Graduate Certificate in Spiritual Care

Anyone seeking admission to the Master of Theological Studies program as a Mature Student must first complete a MCS or MDiv program, achieving a minimum 3.0 CGPA.

Mature students are not typically permitted to register for or participate in courses that are not a requirement of their program.

I. PROGRAM SPECIFIC REQUIREMENTS

Master of Theological Studies
In addition to meeting the Personal Character and English Language Proficiency requirements, applicants for the Master of Theological Studies (MTS) program must provide:
- a baccalaureate degree from a recognized accredited university, college or Bible college with a minimum CGPA of 3.0 on a 4.0 scale;
- program pre-requisites include 30 credits in Bible, theology and language studies with a minimum GPA of 3.0 in these courses;
- a writing sample in one of the specialization areas (Old Testament, New Testament, Theology).

If you do not have the necessary pre-requisites, you may be admitted to the Pre-MTS program until such time as the prerequisites for the MTS have been completed with grade point average of 3.0 or higher. Admission to the MTS program requires the approval of the program faculty.

Theological Studies in Chinese (Chinese language programs)
In addition to the application requirements, an interview with faculty is required for admission to all Chinese language programs.

English Language Proficiency (Chinese language programs)
Applicants to a Chinese language program (Master of Divinity, Master of Christian Studies, Graduate Diploma in Christian Studies, Graduate Certificate in Leadership) whose first language is not English, and who have not studied in a recognized English-speaking post-secondary institution (where the language of instruction is English), must demonstrate English proficiency for academic purposes by fulfilling the English language proficiency requirement in one of the following ways:
- TOEFL* (Test of English as a Foreign Language)
  - a minimum score of 500 on the paper-based; or
  - a minimum score of 61 on the internet-based TOEFL; or
  - a minimum score of 5.0 on the Test of Written English (TWE); or
- IELTS (International English Language Testing System)
  - a minimum score of 5.0 on the IELTS Academic test; or
- MELAB (Michigan English Language Assessment Battery)
  - a minimum score of 69; or
- CAEL (Canadian Academic English Language Assessment
  - a minimum score of 70 with no section less than 60; or
- PTE (Pearson Test of English)
  - a minimum score of 35 on the Academic version; or
- Duolingo English Test
  - a minimum score of 80

English proficiency is not required for Chinese language Graduate Certificates or Diplomas. Students wishing to pursue English courses and/or a Master's program must demonstrate English language proficiency.

One or more of the above may be required, and you may be asked to provide an additional writing sample.
*The TOEFL institution code for Ambrose is 8915.

J. INTERNATIONAL STUDENTS
Applicants who are not Canadian citizens or permanent residents of Canada require a study permit issued by Immigration, Refugees and Citizenship Canada (IRCC) to study in a program that is longer that six months at Ambrose. Ambrose is a Designated Learning Institution (DLI) recognized by the Alberta Government and IRCC – DLI# O18713147522.

Admitted international students are solely responsible for all arrangements relating to their immigration status and entry into Canada.

K. OPEN STUDIES

Students enroling as an Open Studies (Program Definitions POLICY) student at the Seminary are expected to meet the English language proficiency requirements.

L. VISITING STUDENTS

Students who are enroled in a graduate degree program at another post-secondary institution may enrol at Ambrose with the following requirements:

- A Letter of Permission (LOP) from their home institution indicating the specific courses approved to take and the semester approved to attend Ambrose; **and**
- A copy of home institution transcript.
- English language proficiency may be required.

M. DEFERRAL OF APPLICATION

Students who have received an offer of admission may defer their application for one year from the date of acceptance. Students who attend another post-secondary institution during the deferral period must re-apply for admission.