

# Admissions Requirements

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## ELIGIBILITY CRITERIA

### - Master of Divinity

To be eligible, individuals must have a bachelor's degree or its equivalent from an accredited college or university, and a cumulative grade point average of 2.75 or higher. (Individuals applying for the fall 2011 class must have a cumulative grade point average of 3.0 or higher).

### - Master of Arts in Religious Studies

To be eligible, individuals must have a bachelor's degree or its equivalent from an accredited college or university, and a cumulative grade point average of 3.0 or higher.

### - Doctor of Ministry

To be eligible, individuals must hold a baccalaureate degree and a Master of Divinity degree or their formal equivalents, as determined by the Doctor of Ministry Committee, and a cumulative grade point average of 3.0 or higher. Additionally, individuals must be involved in some recognized form of ministry for three (3) years after completion of the Master of Divinity degree.

**APPLICATION REQUIREMENTS** The completed and signed application form  
 Non-refundable application fee of \$45.00 (Certified Check or Money Order Only) --The University does not waive application fees.  
 An official transcript of all formal studies to date -- Transcript must be in a sealed envelope from the institution and signed across the envelope flap.  
 An indication of all non-academic continuing education experiences (i.e. certificates, transcripts)  
 Biographical statement, not exceeding 750 words  
 Statement of interest -An essay, not exceeding 250 words, stating your purpose in pursuing a degree in the area selected  
 Three letters of recommendation - Each letter must be in a sealed envelope with the recommender's signature across the envelope flap. Applicant may submit the letter on behalf of the recommender, but the aforementioned rules apply.

- A letter of recommendation from a church official or other personally knowledgeable individual

- A letter of recommendation from a college professor, administrator or other qualified person whom the applicant believes is best able to attest to his/her ability to benefit from matriculation in the School of Divinity

- A third letter from one able to attest to the applicant's professional commitment  
**Doctor of Ministry Applicants must submit a Theory of Ministry Paper as part of the admissions process in addition to the requirements. The Theory of Ministry Paper should be a 5-6 page documented narrative on your theological journey. It should begin with the circumstances surrounding your "Call" to Christian Ministry. How did it come and which Scripture did the event(s) bring to mind? Then, relate how you nurtured that "Call." Who were the significant influences, male and female ministers, teachers, etc.? Describe your plans for formal training and indicate which textbooks and academic readings/assignments were helpful in your theological studies. Provide a bibliography. At the discretion of the appropriate committee, an interview with the applicant may be required.**

FORMS  
 Application Codes Information

Recommendation Form

## GPA REQUIREMENTS

3.0 GPA for Master of Arts in Religious Studies

2.75 GPA for Master of Divinity

3.0 GPA for Doctor of Ministry

## PRIORITY APPLICATION DEADLINES -NEW STUDENTS

Fall Semester: March 1  
 Spring Semester: November 1  
**ADMISSIONS CATEGORIES**  
 Regular Degree Student: A student who fully meets the requirements for a graduate program in the Graduate School will be accepted as a regular degree student.  
 Provisional Student: A provisional student will take a maximum of nine credit hours of course work per semester and will be allowed a maximum of one year to qualify as a regular degree student. A student who fails to achieve regular degree status after one year will not be allowed to continue in a graduate program at Howard University.  
 Non-Degree Student: A student who meets all the general requirements for admission to regular status but elects to pursue course work only will be accepted as a non-degree student.  
**ADMISSIONS FOR INTERNATIONAL STUDENTS**  
 Graduate program applicants must have the equivalent of the U.S. four-year baccalaureate degree from an accredited institution. You must submit official certificates, university transcripts, and/or mark sheets. If the documents are not in English, they must be accompanied by official translations. Course syllabi or catalogs may also be required. All documents must bear the same name that appears on the admissions application unless an official document is submitted indicating a change

of name. TOEFL (Test of English as a Foreign Language). All applications from countries where English is not the official language must score satisfactorily on the TOEFL. Graduate program applicants must have the equivalent of a U.S. baccalaureate degree from an accredited institution. Certificate of Eligibility (I-20) - International applicants requesting an I-20 Form must submit a statement of financial resources covering the cost of attendance. A bank statement on bank letterhead certifying the funds available or a signed statement by the sponsor(s) should be submitted. International monies must show the appropriate conversion rates to the US dollar. The I-20 will be issued after the student is admitted to the University, paid the required enrollment fee, and submitted the statement of financial resources. FSR

**READMISSION PROCEDURE** Former Student Returning (FSR) must adhere to the following application deadlines: Fall Semester: August 1

Spring Semester: December 1 No application fee is required for a FSR seeking readmission. A FSR must submit the following information:

- Official transcript from Howard University
- Official transcript from all formal studies completed since matriculation at Howard
- An essay, not to exceed 150 words, stating your plan for completing your degree. The statement should include information relevant to past challenges (academic, financial, etc.) that impacted your previous matriculation and your plan to address these challenges to ensure completion of the degree program. The Admissions Office and the Degree Program Committee will reevaluate the student's former records and the aforementioned statement to determine readmission. Students readmitted to the University must be cleared by the Registrar's Office, Student Accounts, Student Loans, and Special Student Services. Those with outstanding accounts must make satisfactory financial arrangements with the University before registration is permitted.

For Information OR Application Submission Mailing Address: Howard University School of Divinity

Attn: Recruitment & Admissions

1400 Shepherd Street NE

Washington, DC 20017 Telephone/Fax: Phone 202-806-0500

Fax 202-806-0711

Email:

Serena K. Parks, Recruitment & Retention Officer: [skparks@howard.edu](mailto:skparks@howard.edu)

Claretta McDaniel, Assistant Dean for Student Affairs: [c\\_mcdaniel@howard.edu](mailto:c_mcdaniel@howard.edu) ^TOP