

APPLICATION FORM AND INSTRUCTIONS
Doctor of Theology in Pastoral Counseling

The Atlanta Theological Association
Candler School of Theology
Columbia Theological Seminary
Interdenominational Theological Center

1. The deadline for completing applications for the following fall is **January 15**.
2. Submit two copies of the application form.
3. Attach a small photograph to your application.
4. Request that your previous institution(s) of higher learning send:
(documents must be sent directly to your chosen Th. D. program institution listed on page 2)
 - a. an official copy of your transcript(s); and
 - b. the supervisor and student evaluations for your most recent unit of CPE.
5. Have sent official scores on the verbal, quantitative, and analytical reading portions of the Graduate Record Examination (**GRE**). Educational Testing Services (ETS) administers the GRE and will forward the scores directly to the school to which you are applying. Only official reports from Educational Testing Service will be accepted for ATA Th.D. applications. Students should not send their own score reports directly but should instruct ETS to forward official score reports. Use the following GRE institution codes to request that your GRE score report be sent to the school to which you are applying: Columbia Theological Seminary (R5118), Candler School of Theology (R5158), and the Interdenominational Theological Center (R5323). Applicants who have taken the GRE within the last five years are not required to take the GRE again; they may simply contact ETS directly and request that those scores be forwarded. Scores older than five years will not be accepted.
6. Write a personal statement of five to ten double-spaced, typewritten pages containing:
 - a. a brief autobiography that illumines the development of your theology and ministry to date;
 - b. your reasons for applying for admission to the Th.D. program;
 - c. any special interest you wish to develop in your doctoral work; and
 - d. your plans for ministry upon completion of the program.
7. Attach a recent example of your scholarly writing: a published article, term paper, or a research paper for CPE or other educational program.

8. Send a copy of your personal statement, the Th.D. Program Description, and a reference form to three persons familiar with your work: a Professor, a C.P.E. supervisor or employer, and another person of your choice. Ask each of them to complete the reference form and send it directly to the school you are applying to.
9. Applicants for whom English is a second language are required to have sent an official report of their TOEFL score.
10. Please note that your signature at the end of this application form waives your right to examine the reference forms, thereby insuring their confidentiality.
11. Send the completed applications including two copies of your personal statement to the school in which you choose to enroll:

a. **Candler School of Theology**

Send application to:

Karen Scheib, Ph.D
Candler School of Theology
Emory University
Atlanta, GA 30322
kscheib@emory.edu

b. **Columbia Theological Seminary**

Send application to:

Admissions Office
Columbia Theological Seminary
P.O. Box 520
Decatur, GA 30031

Columbia Th.D. Program Coordinator:

Pamela Cooper-White, Ph.D.
cooperwhitep@ctsnet.edu

c. **Interdenominational Theological Center (ITC)**

Send application to:

Carolyn L. McCrary, Th.D
700 Martin Luther King, Jr. Dr. S.W.
Atlanta, GA 30314
cmccrary@ITC.edu

12. A non-refundable application fee of **\$65** payable to the **Atlanta Theological Association** to this address:
Admissions Office
Columbia Theological Seminary
P.O. Box 520
Decatur, GA 30031

(Selected applicants will be contacted by the admissions officer from their chosen school to schedule an interview with the admissions committee.)

APPLICATION FOR ADMISSION
Doctor of Theology in Pastoral Counseling

The Atlanta Theological Association
Candler School of Theology
Columbia Theological Seminary
Interdenominational Theological Center

The Th.D. in Pastoral Counseling program is offered jointly by the Candler School of Theology, Columbia Theological Seminary, and the Interdenominational Theological Center (I.T.C.).

Please check the school in which you will enroll if accepted into the program:

- 1. Candler School of Theology at Emory _____
- 2. Columbia Theological Seminary _____
- 3. Interdenominational Theological Center (I.T.C.) _____

Personal

Name _____
Last First Middle

Attach

Address _____

Photo

_____ City State Zip

Here

Phone #s _____ E-Mail _____

Date of Birth _____ Place of Birth _____

Citizenship _____ Social Security No. _____

Alien registration number, if permanent U.S. resident _____

Type of visa, if not U.S. citizen _____ Male ___ Female ___

Ethnicity (This information is voluntary and used only for Title III Purposes.)

- _____ White Non-Hispanic _____ African American _____ Hispanic
- _____ Asian or Pacific Islander _____ American Indian _____ Alaskan Native
- _____ Other

Church Relationship

Denomination _____ Date of Entry _____

Present Status _____ Date Received _____

(ordained, licensed, etc.)

Describe any previous denominational affiliations:

Employment Record

Present position and institution, with dates:

Previous positions or employment, with dates:

Other significant work, activity or experience:

Education (since High School)

<u>Institution</u>	<u>Dates Enrolled</u>	<u>Major</u>	<u>Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CPE Experience Give location and dates of all successfully completed units of CPE certified by the Association for Clinical Pastoral Education. Indicate date and place of any previous counseling supervision.

Honors Received List below.

Health Status Specify any serious illness that you have had. List any reasons why your health might interfere with completion of the Th.D. program.

Funds for Expenses Describe your plans for meeting living/ educational expenses. Are you eligible for veteran's benefits?

References Send a copy of your personal statement, a description of the Th.D. Program and a reference form to three persons from whom you request a letter of reference. Please circle the school you are applying to on each of the reference forms you send out.

- 1) Professor _____
Address _____

Phone ____ (____) _____ E-Mail _____

- 2) C.P.E. Supervisor or Employer _____
Address _____

Phone ____ (____) _____ E-Mail _____

- 3) Someone who knows you well _____
Address _____

Phone ____ (____) _____ E-Mail _____

Waiver: I hereby waive my right to inspect the references sought by the schools of the Atlanta Theological Association in order to insure their confidentiality.

Signature _____ Date _____

REFERENCE FORM
Doctor of Theology in Pastoral Counseling

The Atlanta Theological Association
Candler School of Theology
Columbia Theological Seminary
Interdenominational Theological Center

_____ is being considered for admission to the Doctor of Theology Program (Th.D.) in Pastoral Counseling offered by the schools of the Atlanta Theological Association: *Candler School of Theology, Columbia Theological Seminary, and Interdenominational Theological Center.*

We understand that the applicant is enclosing a description of the program and a personal statement with this request for a reference.

We would be grateful if you could assist in judging the applicant's fitness for admission by supplying the requested information. We urge you to be completely frank in justice both to the applicant and to the schools sponsoring the program. We greatly appreciate your assistance and will treat your reply with confidentiality.

In your letter please indicate:

- how long, how well, and under what circumstances you have known the applicant;
- any appropriate information which bears upon the applicant's suitability for admission to a program in advance pastoral counseling and psychotherapy including emotional health and maturity, quality of interpersonal relationships, and style of religious conviction and character; and
- any limitations which may reduce the effectiveness of the applicant's work.

Signature _____ Date _____

Position _____ E-Mail _____

Address _____

Phone _____ (_____) _____

Return to the school chosen by the Applicant:

Candler School of Theology
Dr. Karen Scheib
Candler at Emory University
Atlanta, GA 30322

Columbia Theological Seminary
Admissions Office
P.O. Box 520
Decatur, GA 30031

I.T.C.
Dr. Carolyn McCrary
700 MLK JR DR SW
Atlanta, GA 30314