

School of Ministry Application Checklist

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1. Create an Account in the Portal

Account created at <https://richmont.my.site.com/applicant/s/>



2. Application Form and Fee

Online application completed (fee is paid at end of application).



3. Resume

Upload the resume into the applicant portal. Please include your education, work experience, and ministry and/or volunteer work.



4. Official Transcripts

One official transcript from all post-secondary institutions attended. You will need to request an official transcript from each post-secondary institution you have attended, even if you transferred credits from one school to another. Transcripts must be sent directly from each institution to Richmond.



5. Ministry Reference

One reference from someone who can address your ministry involvement and who you have served with, under, or alongside (ex. pastor, small group leader, missions leader).



6. Professional Essay

Upload the essay into the applicant portal. The essay should be at least 500 words (approximately 2-3 pages) typed and should answer each the following questions under the section you are applying for:

M.A. in Ministry | M.A. in Ministry: Anglican Studies | M.A. in Trauma, Theology, and Ministry:

- What are your personal and professional goals and how would a degree from Richmond help you obtain these goals?
- What significant event(s) and/or influence(s) have helped shape your present values and approach to life?
- Describe your conversion experience and/or other important events in your Christian walk.

M.A. in Spiritual Formation and Direction | Graduate Certificate in Spiritual Direction:

- Describe your current sense of leading and/or call to spiritual direction.
- As you assess where you are in your journey, describe both your strengths as well as the areas where you feel growth is most needed and desired.
- Who has affirmed and supported you in your pursuit of further training and in what setting do you expect to serve?
- In what ways have you provided spiritual guidance to others?

This statement will be reviewed to determine your writing ability and will be rated according to clarity of thought, grammar, and readability. It will also be used to learn more about you personally.

Applicants will be notified when their application is complete. Once complete, the Admissions Committee will review the file. Applicants will then be notified regarding an admission decision within 3-4 weeks. For questions about your application, contact your admissions counselor or the Office of Admissions.

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall Semester & Fall Half-Term I	March 1	May 1*	July 1
Fall Half-Term II (Online campus only)	N/A	N/A	September 1
Spring Semester & Spring Half-Term I	October 1	October 1*	November 1
Spring Half-Term II (Online campus only)	N/A	N/A	February 1
Summer Semester	N/A	N/A	April 1

*Deadline for scholarship consideration