

School of Ministry | Application Checklist

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall	March 1	May 1*	July 1
Spring	October 1	N/A	November 15
Summer	N/A	N/A	April 1

*Deadline for scholarship consideration

1. Create an Account in the Portal

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

2. Application Form and Fee

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

3. Professional Essay

___ Upload the essay into the applicant portal

Essay should be at least 500 words, approximately 2 - 5 pages, and include the following topics:

MA in Ministry | MA in Trauma, Theology, and Ministry

- What are your personal and professional goals, and how would a degree from Richmont 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

MA 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 your strengths as well as the areas where you feel like growth is most needed and desired
- Who has affirmed and supported 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.

4. Resume

___ Upload the resume into the applicant portal

Please include your education, work experience, and ministry and/or volunteer work.

5. Official Transcripts

___ One official transcript from all post-secondary institutions attended

You'll need to request an official transcript from each post-secondary institution you've attended, even if you've transferred credits from one school to another. Transcripts must be sent directly from each institution to Richmont.

6. Ministry Reference

___ One complete reference form

Your reference will receive the online reference form directly via email from your portal.

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.