

THE APPLICATION/ADMISSION PROCESS FOR DEACONESS PROGRAM

The process for this application and admission to Concordia Theological Seminary normally takes from 6 to 12 months prior to enrollment. An applicant must submit the following documents for the admission process:

- A completed, signed, and dated application form. **ALL** applicants need to respond to the following sections:
 - Program of Study
 - Section 1: Personal Information
 - Section 2: Church Membership Information
 - Section 3: Educational Information
 - Section 4: Family Information
 - Section 5: Autobiographical Information
 - (Explanation on a separate sheet of paper for any “Yes” answer)
 - Section 6: Autobiographical Essays
 - (Essays completed on separate sheets of paper)
 - Section 8: Employment Information
 - Section 9: Letters of Reference
 - Section 10: Application Fee and Photo \$42 check or money order
 - (\$35 Application fee; \$7 Background Check Fee) payable to:
Concordia Theological Seminary
 - Please include a recent photo of yourself OR you and your family (if applicable).
 - Section 11: Background Check Authorization
 - Make sure to sign and date on page 8. This is your signature completing the Application and also for the Background check.

- All applicants:
 - Pastoral Recommendation letter (must be from home pastor listed in Section 2 of the application). Deaconess Reference Letter Request can be printed off the website and handed to pastor. The dated and signed letter should be addressed to ‘Department of Deaconess Admission’ and mailed directly to the seminary from your pastor

- All Applicants:
 - Two additional recommendation letters, a professional and a personal reference. Deaconess Reference Letter Request can be printed off the website and handed to the referees. Each dated and signed letter should be addressed to ‘Department of Deaconess Admission’ and mailed directly to the seminary by the referee.

- All Applicants:
An official copy of all college transcripts, whether in process or completed. Partial copies may be used for the initial admission process, but a Final Official copy must be on file for enrollment.

- All Applicants:
Complete an interview via phone or in person with the Director of the Deaconess Program.

THE FOLLOWING IS ONLY FOR DISTANCE STUDENTS

- Section 7: Completed essay responses on a separate sheet of paper.

- Deaconess Department will complete a telephone interview with your pastor with the contact information listed in Section 2 of the application.

The Admission Committee meets once a month during the school year and as needed during the summer to review applications. An applicant will be notified informally by telephone or e-mail and formally by mail when her file has been acted on by the Admission Committee.

We encourage all applicants to forward, or have forwarded by proper institutions, the above information as soon as possible so the Admission Office can work on your behalf in presenting your application to the Admission Committee for review. It is our sincere intention to serve you to the best of our ability.

Feel free to call or write us:

(260) 452-2155
(800) 481-2155
Fax: (260) 452-2227
Admission@ctsfw.edu

Admission Office
Concordia Theological Seminary
6600 North Clinton Street
Fort Wayne, IN 46825-4996