



ADDITIONAL INSTRUCTIONS INTERNATIONAL APPLICANTS

Important: Read when preparing to apply

See the enclosed application instruction sheet enclosed and follow the checklist to determine what is required. *In addition to what is listed there:*

- **Test of English as a Foreign Language (TOEFL) Examination**

If English is not your first language, you may be required to take the Test of English as a Foreign Language (TOEFL) exam as part of the application process. A score of 600 on the written TOEFL (250 on the computer based version) normally demonstrates the bare minimum of English language mastery required to succeed in graduate school. You can find more information about the TOEFL examination from this website (www.toefl.org). The examination results are sent directly to the Union.

- **Evaluation of Official Transcripts (Record of Grades)**

In addition to having official transcripts sent to Washington Theological Union, you will normally be required to obtain a professional evaluation of your academic record, especially for records from foreign universities whose grading systems differ from the U.S. system. You must submit copies of your undergraduate and graduate transcript(s) (your complete academic record) to World Education Services (WES) for this evaluation who then submits a report to the Washington Theological Union. The WES website (www.wes.org) provides additional information. Consult it to determine whether WES will accept a copy of your transcript(s) or if you will need original transcript(s) sent directly from the school/university. You are required to pay the fee (currently \$160) directly to WES.

NOTE: This means you may be required to obtain two sets of original transcripts; one sent directly to the Union and a second set of originals to send to WES. Please check the WES website to determine what is required.

- **US Visa Document**

Applicants who are not citizens or permanent residents of the United States and who intend to study at the Union for the Doctor of Ministry should obtain a Student (F1) visa.