ADMISSIONS

Normally a student is qualified to study in the Divinity School if he or she has a B.A. degree or its equivalent with a good academic record from an accredited college or university. Applicants to master’s level programs are not required either to have majored or to have done concentrated work in religious studies in their undergraduate programs, although broad training in the liberal arts is expected. Applicants to the doctoral program must have completed, or must be in the process of completing, a master’s degree from an accredited institution in order to be considered for admission. Students from the United States who do not have a B.A. degree or its equivalent, or who come from an unaccredited institution, should write to the Dean of Students of the Divinity School concerning eligibility for admission. All students from outside the United States should contact the Dean of Students in sufficient time to determine eligibility and to complete the application process.

Enrollment in the Divinity School is limited each year. The Committee on Admissions and Aid selects for admission only applicants who, in its judgment, appear both best qualified and most capable of using the resources that the Divinity School provides.

In keeping with its long-standing traditions and policies, in matters of admissions, employment, and access to programs, the University of Chicago considers students on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to participation in the programs of the University. The Affirmative Action Officer (phone: 773-702-5671) is the University official responsible for coordinating its adherence to this policy and with the related federal and state laws and regulations (including Section 504 of the Rehabilitation Act of 1973 as amended).

Applications for admission to the Ph.D. program and for financial aid should be submitted by December 15 for the following autumn quarter. Applications for admission to the M.A. program and for financial aid should be submitted by January 8 for the following autumn quarter. Applications for the M.Div. program and for financial system should be submitted by January 15 for the following autumn quarter. Applications for admission to the A.M.R.S. program are accepted on a rolling basis, and upon admission, students may matriculate in autumn, winter, or spring quarters. (Exceptions to this policy are rare, but may be granted by the Dean of Students.)

All inquiries concerning admissions should be addressed to the Office of the Dean of Students in the Divinity School. Applications must be submitted online at https://apply-divinity.uchicago.edu .

General Procedures for Application

To be considered for admission, each applicant must submit to the Dean of Students the following documentation:

1. A completed online Divinity School Application for Graduate Admission, including the required application fee. Applicants to the M.A., A.M.R.S., and
M.Div. programs must submit an essay reflecting intellectual influences and professional goals. Applicants to the Ph.D. program must submit an essay outlining their proposed course of study, and a writing sample of 25 pages or less.

2. Official transcripts of academic record from every institution of higher learning that the applicant has attended.

3. Four letters of recommendation. A minimum of two recommendations must be academic in nature. In some cases, the other two recommendations may be of broader scope and may concern the applicant’s interests and motivation, character, and general intellectual abilities.

4. Scores on the Graduate Record Examination (GRE) General Test. Scores more than five years old are unacceptable. Applicants should take the October GRE examinations when possible, although December scores usually arrive in time for admissions and aid decisions. Information regarding the Graduate Record Examination may be obtained from: Graduate Record Examination, P.O. Box 6000, Princeton, New Jersey 08541-6000 (web site: http://www.gre.org ). Applicants whose native language is not English may substitute the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) in place of the GRE; see the following section for further details. The school code for both the GRE and the TOEFL is 1832; the department code is 4901.

Credentials of non-matriculants and applicants not admitted are retained by the Divinity School for two years; if the application has not been reactivated by the end of that period, all materials are destroyed. Applicants are not encouraged to submit written materials in addition to those requested in support of their application. All questions regarding applications should be directed to the Dean of Students or the Coordinator for Recruiting and Admissions in the Office of the Dean of Students. (see contact information above).

APPLICATIONS FROM FOREIGN COUNTRIES

Applicants from foreign countries should follow the “General Procedures for Application,” as listed in the previous section. Please note, however, that applicants from foreign countries in which English is not the native language, and who will not by their intended time of matriculation at the Divinity School hold an advanced degree based on the completion of written and oral work in English, must complete the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) in support of their application. (Such applicants are not required to submit scores from the Graduate Record Examination.) The minimum required score in the “new” TOEFL (the IBT TOEFL) is 104 overall, with sub scores of 26 each. The required scores in the “old” TOEFL are 600 with sub scores of 60 or better each or 250 with sub scores of 25 or better each, depending on whether you took the paper or computer version of the test.

Minimum required scores in the IELTS are an overall score of 7, with sub-scores of 7 each. (Note: students are required to take the Academic Reading/Writing test within IELTS, not the General Training Reading/Writing test).
The English language requirement may be waived if the applicant studied in full-time status for at least one academic year within the last five years in the United States, the United Kingdom, Ireland, Australia, New Zealand, or English medium universities in Canada or South Africa. Students who studied in English in other countries—for example, India, Pakistan, the Philippines, Hong Kong, Singapore—are not exempt from the English language requirement.

Please note that TOEFL or IELTS score reports are valid for two years and scores will be considered expired if the test was taken more than two years prior to the application deadline. Photocopies of TOEFL or IELTS score reports will not be considered valid.

For more information on the TOEFL, go to http://www.toefl.org. For more information on the IELTS, go to http://www.ielts.org.

**ADMISSIONS REQUIREMENTS**

Applicants to programs leading to a master’s or a doctor of philosophy degree should hold an American bachelor’s degree or an equivalent foreign degree requiring at least sixteen years of primary, secondary, and university education. Applicants should have received basic competence in their fields with excellent academic records (A or B+ and First or Upper Second Class degrees). A student who does not meet the normal academic requirements but who would like to be considered for admission should explain in detail in a separate letter his or her additional qualifications.

**TRANSCRIPTS AND CERTIFICATION OF RECORDS**

Applicants must submit official academic records (transcripts or mark-sheets) with grading scales for each year of post-secondary education (college or university). If detailed transcripts are not available, the certificates must be accompanied by official statements showing the class or quality of the degrees or diplomas as well as marks actually received on degree examinations as compared with the maximum marks obtainable. Official copies of credentials must be validated by a school administrative officer, such as the registrar or an official of the issuing body. Unless institutional policy prohibits, official documents should be assembled by the applicant and sent with all other application materials in the same envelope. Otherwise, the registrar of the institution should forward the transcripts or records directly to the Dean of Students in the Divinity School.

Documents should be issued in their original language. All documents not issued in English must be accompanied by official translations. The translation should be prepared or verified by a person whose position requires knowledge of both English and the pertinent language, i.e., a professor of English at a French university.

To clarify the University’s expectations regarding previous educational achievements of foreign students, specific guidelines are listed below:

*Applicants from Europe* should submit official records of all university courses and examinations taken and the grades received. Photocopies of each student book, where available, should be certified by a school official.
Applicants from French-patterned educational systems, including Francophone Africa, should have completed, or expect to complete, the Maîtrise or a qualification such as a Diplôme des Grandes Écoles.

Applicants from British-patterned educational systems, including Anglophone Africa, should have an Honours Bachelor’s Degree in First or Upper Second Division and should present photocopies of their graduate and post-graduate diplomas. A statement showing the division or grade of the degree is necessary, as is an official list enumerating the subjects studied.

Applicants from India, Bangladesh, and Pakistan should have a master’s degree completed by the time of matriculation at the University of Chicago. Applicants should present official certificates or certified copies of the degrees and diplomas earned. Applicants must also submit detailed mark sheets covering the work completed for each year for all degrees. Wherever possible, the rank in the university or in the examination should be indicated. True copies made by the registrar or the appropriate administrative official of the university attended, bearing the official seal and signature, are required. True copies prepared and signed by faculty members, or by city or government officials, are not considered official.

Applicants from Latin America should submit official records of their credentials from all universities attended. An official transcript covering all courses taken and grades received should be submitted for each school attended, together with a photocopy of the degree or diploma received.

Applicants from the Near and Middle East should present university records that describe each subject studied, by years, with grades received and degree or diploma awarded.

Applicants from the People’s Republic of China who have studied at universities since 1978 should present the results of their university entrance examinations in addition to their other transcripts. Records should be presented in Chinese accompanied by an English translation. Applicants from other East Asian countries should present official detailed transcripts from their universities that include all courses and grades received and degrees awarded. If the schools attended no longer exist, or if it is impossible to obtain official transcripts from them, applicants should ask the Ministry of Education of the appropriate country to furnish an official statement testifying to the impossibility of obtaining records. Applicants must also ask the Ministry to supply the University of Chicago with a list of the courses ordinarily required by that school or university.

**Visas**

Admitted international applicants must provide verification of adequate financial support, and submit official records of all academic work completed and degrees received before visa documents can be issued. For further information, applicants should contact:

Office of International Affairs, located in International House
1414 East 59th Street, Chicago, Illinois 60637
phone: 773-702-7752
fax 773-702-3058
e-mail: international-affairs@uchicago.edu
web site: http://internationalaffairs.uchicago.edu