

## BASIC DEGREE ADMISSION PROCEDURES

Applications for admission to Emmanuel College at the basic degree level are assessed according to academic and other criteria. The academic criteria are set out below under “Preparatory Requirement.” The other criteria are the personal characteristics and interpersonal skills required to function effectively in the educational environment of this institution.

Emmanuel College of Victoria University is a theological college of The United Church of Canada and reflects its theological tradition. We accept students from other denominations and faiths and all applicants are assessed on the basis of personal ability without regard to race, sex, age or sexual orientation.

Much of our instruction requires group discussion, and students are frequently required to work in teams. Willingness to work with and learn from peers; flexibility of mind and attitude; skill in resolving conflict and in reconciling differing priorities are among the characteristics sought. Those admitted should be prepared to work with and learn from peers preparing for ordered and lay ministry and who come from diverse ethnic, racial, social and cultural backgrounds. It is expected that the applicant’s personal statement and letters of reference will give ample evidence of these characteristics and abilities. An interview, requested by either the applicant or the College, may be required for further clarification.

### Preparatory Requirement

Entrance to Emmanuel’s M.Div., M.R.E., M.P.S., M.T.S. or Diploma in Theological Studies programs, or as a special status student, requires an Hon. B.A. or equivalent *degree from a University recognized by the University of Toronto*, which includes a minimum of four subjects in the Humanities. In some cases an undergraduate degree from a Pontifical university or from a member of the Association of Commonwealth Universities may be accepted.

A minimum average of 70 is normally required.

The requirement of an undergraduate degree is waived for those *approved by the appropriate religious body as “shorter course”* students. A letter in support of this will be required.

### English Language Competency

Emmanuel College wishes to ensure that the written and spoken English language skills of all students are sufficient to enable them to function in a classroom situation. Therefore, applicants whose first language is not English will be required to demonstrate their English language ability, normally by writing the Test of English as a Foreign Language (TOEFL) And the Test of Written English (TWE).

Admission to a basic degree program requires the following scores: paper-based - overall 580 and TWE 5; computer-based - overall 237 and essay writing 5.

The TOEFL institutional code used by Emmanuel College is that of the University of Toronto: **0982**.

The minimum required TOEFL and TWE scores do not provide assurance of the ability to undertake theological studies at Emmanuel. The College reserves the right, therefore, to interview applicants from abroad upon their arrival in Toronto.

## Application Procedure for Degree Stream, Diploma and Special Status Study

1. Complete the **Emmanuel College application and student information form** available from the website. Please complete all sections carefully. Be particularly clear about your candidacy status - the terms “inquirer” and “candidate” refer to specific stages of the candidacy process of The United Church of Canada. If you are considering candidacy, but have not yet begun the process, please check the “undecided” line. It is important to give your full and correct name on this form. Once entered, your name cannot and will not be changed without the appropriate verifying documentation.
2. Provide a **personal statement** of no more than two pages (double spaced) describing why you would benefit from studies at Emmanuel College, your vocational goals, your theology, your learning style, and what you think you would contribute to Emmanuel College. Be certain to put your name at the top of your statement.
3. Provide a current *chronological* résumé.
4. Submit a **detailed plan** for the funding of your theological education, indicating the percentage of your total expenses you intend to cover from savings, employment income, government student loans, other outside sources, and student financial aid from Emmanuel College. (This plan is different from the financial aid application form.)
5. Arrange for **official transcripts** from ALL post-secondary institutions attended to be forwarded to the Registrar of Emmanuel. To be official, these transcripts must be sent directly to the College by the institution concerned.
6. Arrange for **letters of reference to be sent directly to the College**. These letters should include the name, position and address of the referee and the length and nature of the referee’s relationship with you.
  - i) **From the minister of your congregation**, commenting upon your:
    - a) character and personality;
    - b) emotional stability;
    - c) theological and faith commitments;
    - d) ability to work with and learn from other members of the church who have different theological beliefs, commitments, cultures, and lifestyles;
    - e) potential for ministry and/or theological study.

Applicants who are Inquirers in the United Church candidacy process may substitute a copy of their discernment committee’s report for the minister’s letter of reference.

- ii) **From a former professor**, commenting on your academic ability and learning style, using examples from classes where possible. If it has been some time since you attended university, provide a reference from someone who holds a university degree and who is capable of assessing your academic ability.

*If you are unable to identify a minister or former professor to act as a referee, the onus is on you to identify appropriate alternatives.*

- iii) **From a person who knows you well** through work, church or community association, commenting on your:
  - a) character and personality;

- b) emotional stability;
- c) theological and faith commitments;
- d) ability to work with others of different theological beliefs, commitments, cultures, and lifestyles;
- e) potential for ministry and/or theological study.

Students planning to transfer from another theological institution:

- iv) **From the Director of Basic Degree Studies or Dean of Students**, commenting on your academic standing and character.

Please provide your referees with a copy of this section to ensure that they understand the information required in their letters.

All documentation is to be sent directly to:

The Registrar  
Emmanuel College  
75 Queen's Park Crescent  
Toronto, ON M5S 1K7

We will confirm via email received documentation. Therefore, if you do not hear from us, we strongly advise you to contact us.

### **Application Deadlines**

Summer Session Admission: March 30

Fall Session Admission: July 31 (Those applying to live in residence must be admitted before June 30.)

Spring Session Admission: November 30

### **Notification of Acceptance**

The Admissions Committee reviews each application file as soon as it is complete and the applicant is advised in writing immediately of its decision.

### **Police Check**

All students admitted into an Emmanuel College program must have a basic Police check done at their expense. *Certificates must be shown to the Registrar no later than the end of the first week of classes.*