



# TIPS FOR COMPLETING A SUCCESSFUL APPLICATION

## 1

### Choosing a recommender

- Recommendations should be from people who are able to speak to your character, your Christian journey, and your academic or professional abilities. Many applicants choose to use **pastors, professors, supervisors, managers, colleagues, or denominational leaders.**
- Be sure to not solicit recommendations from family, someone that you only know in the capacity of friendship, or anyone that reports to you professionally.
- In the event that a recommendation does not meet the committee's requirements, they may ask for an additional recommendation that could prolong your application review time. If unsure, you can always run your choices by your admissions counselor.

## 2

### How to order your transcript

#### 1) CONTACT YOUR SCHOOL'S REGISTRAR

Contact your school's Registrar or Student Records office, with ample time before the application deadline, office and request "Official Transcripts" to be sent to Fuller's Office of Admissions. Please note that some schools take up to **4 weeks to process** transcript requests.

#### 2) CHOOSE MODE TO SEND

If sent electronically, transcripts must be sent through an official third-party transcript vendor service directly to **admissions@fuller.edu**. If your school does not use an official third-party vendor service, you must request an official paper transcript instead. Scanned transcripts that are received as email attachments **will not be accepted** as official, regardless of the sender.

#### 3) SEND TO FULLER

To be considered official, paper transcripts must be officially stamped and sealed from the issuing school. If you are unable to obtain an official transcript, please contact our office to discuss options.

#### Please have transcripts sent to:

Fuller Theological Seminary  
Office of Admissions  
135 N. Oakland Ave.  
Pasadena, CA 91182  
USA

# 3

## Application Fees

- At the time you submit your application and before uploading your essays, a **\$75 non-refundable application fee** is required (\$25 for non-degree programs).
- You may pay your application fee online with a U.S. credit card, PayPal, check, money order, or international bank transfer.

# 4

## Essay responses

- You will be asked to respond to several questions in short essay format (usually between **250 and 500 words**).
- The essay questions and the length of your response will vary depending on the program, but most will ask you to reflect on your own spiritual journey, your faith, your reason for pursuing a Fuller program, and your current calling to God's mission in the world.
- You will need to **submit your application first** before you are prompted to complete and upload your essay responses through the application portal. To see specific prompts for your programs, be sure to check the Admissions Requirements page for your application program.
- Essays may be used in the review process for scholarship consideration.

Your admissions counselor is here to assist you throughout the entire admissions process. If you have any questions, please contact an **admissions counselor** or the **Global Recruitment Team** at [admissions@fuller.edu](mailto:admissions@fuller.edu) or **(626)584-5400**.

# 5

## How to apply for financial aid

- Financial award packages are only awarded once you have been **admitted** to a program. However, you can start the process of applying for financial aid before hearing your admission decision.
- Typically, applying for financial aid involves completing **Fuller's Financial Aid Application (FAAP)** and, if you are a US citizen or Permanent Resident, completing the **Free Application for Financial Student Aid (FAFSA)**.
- For any questions about the FAAP or FAFSA, please contact Student Financial Services by emailing [sfs@fuller.edu](mailto:sfs@fuller.edu) or calling **(626) 584-5421**.

# 6

## What to expect after completing your application

- If your native language is not English, **TOEFL** or **IELTS** scores may be required. If you completed post-secondary school in English or feel you are proficient in English, you may accompany your application with a letter requesting the requirement be waived. You do so at your own discretion, acknowledging that if the waiver is not granted, your application review may be delayed while waiting for scores.
- You can expect to receive your **admission decision within 3-4 weeks** after completing your application. Please remember a completed application includes: references, essays, transcripts, and a paid application fee.