

3. Admissions

3.1: Application Procedure

○ Our aim is to make the admission process as simple as possible. Students who are interested in doing up to five courses without applying to a program, can submit the **Occasional Student Application Form**. Students who want to be admitted or re-admitted into a program can submit either the **Regular Application Form** or the **Re-Admission Application Form**. All Application Forms are available online at www.mcs.edu. If you need any assistance in the admission process, please phone (1-800-295-6368) or email admissions@mcs.edu.

3.2: Application Timelines

○ Canadian Applicants are encouraged to submit their completed applications by August 1st for the Fall Semester, December 1st for the Winter Semester and April 1st for the Summer Session. Applications can be submitted after these dates and they will be processed as time permits.

○ International Applicants are encouraged to submit their completed applications at least six months prior to the start of the semester to allow sufficient time for them to apply for a Student Visa.

3.3: Nondiscriminatory Policy

○ Master's admits students of any sex, race, colour, national, or ethnic origin. Persons from various church affiliations are welcome to apply, provided they meet the general admissions requirements and the standards of conduct.

3.4: Notification of Acceptance

○ When an application is complete (i.e. we have received all references forms and official transcripts) we will process the application as soon as possible, usually within five – eight business days. Applicants will be notified by phone as well as by mail of our decision.

3.5: General Admission Requirements: To be considered for admission to Master's, applicants must:

○ have accepted Jesus Christ as Lord and Saviour
○ have lived a consistent Christian life, as well as be committed to a local church, for at least one year prior to enrollment.
○ have successfully completed grade 12 or be accepted as a Transfer Student, Mature Student or Home

School Student.

○ be committed to live by the biblical standards and the guidelines that are outlined in our Code of Conduct.

○ submit proof of English proficiency by completing the Test of English as a Foreign Language (TOEFL) if their first language is not English*. Check with the Registrar's Office if you are unsure whether you need to complete this test. Additional information about TOEFL is available by contacting:

Educational Testing Service
Ewing Office
225 Phillips Boulevard
Ewing, NJ 08628 USA
(609) 921-9000
<http://www.ets.org/toefl/>

- *Completing TOEFL is not a requirement for students if they register for courses with their own language/cultural group.
- See Academic Admissions Requirements for additional information.

3.6: Academic Admission Requirements

3.6.1: Certificate Program: Applicants are required to have a grade 12 high school diploma (students from Quebec need one year of CEGEP) or provision as follows under “Mature Applicant”.

3.6.2: Diploma Program: Applicants are required to have a grade 12 high school diploma (students from Quebec need one year of CEGEP) or provision as follows under “Mature Applicant”.

3.6.3: Bachelor of Theology Program

3.6.3.1: Applicants from Canada are required to have successfully completed Grade 12 in the university preparatory program of their province of residence (students from Quebec need twelve academic CEGEP courses). Applicants who have NOT successfully completed the courses necessary to be admitted to university in their province of residence will initially be accepted in the Ministerial Diploma program. Once they have completed up to SIX additional courses (to be chosen in consultation with the Registrar to make up for their lack of university preparatory courses), they can then complete a **Change of Program Form** to enroll in the Bachelor of Theology program of their choosing.

3.6.3.2: Applicants from the United States of America are required to have successfully complete grade 12 in the university preparatory program of their state of residence. They should submit their Scholastic Aptitude Test (SAT) or American College Test (ACT) scores, if available. Applicants who have not completed the university preparatory program will follow the same procedures as outlined above for Canadian applicants.

3.6.3.3: Applicants from Other Countries are required to have the equivalent of a Canadian grade 12 secondary school diploma in a university preparatory program. Applicants who have not completed the university preparatory program will follow the same procedures as outlined above for Canadian applicants. Please note: Documents in a language other than English must be accompanied by a notarized English translation.

3.6.4: Bachelor of Religious Education (BRE) Program: Applicants are required to have completed at least two years at a recognized university or attained a minimum of a two-year community college diploma.

3.6.5: Bachelor of Theology Completion Program: Applicants are required to have a ministerial diploma from Master's College and Seminary or equivalent (with transcript evaluation by the Registrar). The applicant must also have earned their diploma at least three years prior to enrollment in the Bachelor of Theology Completion Program.

3.6.6: Occasional Students: Applicants wanting to take one or more courses without being formally accepted into a program must complete the Occasional Student Application Form, available from the Registrar's Office. To submit an Occasional Student Application Form, applicants must be high school graduates as well as Canadian citizens or landed immigrants. Students who have not graduated from high school but who are at least 21 years old should check with the Registrar's Office to determine their options in doing courses.

Acceptance as an Occasional Student does not guarantee acceptance into a program at Master's. Occasional Students cannot enroll in more than three courses per semester, with a maximum limit of five courses while they are Occasional Students. To complete more than five courses, Occasional Students must apply for acceptance into a program as a part-time or full-time student by completing the Regular Application Form. If they are accepted into a program, the courses already completed may be applied toward a certificate, diploma, or degree program, providing they are required by that

program. Master's reserves the right to prevent Occasional Students from taking additional courses if their lifestyle contravenes standards as outlined in this Calendar.

3.6.7 Transfer Students: Master's will recognize previous studies for transfer of credit or advanced standing provided such studies were completed at a recognized college or university. Applicants desiring advanced standing at Master's on the basis of previous work must submit a Regular Application Form and have official transcripts sent directly to the Registrar's Office from the institution where the credits were earned. Additional information is available regarding transfer credits in the Academic Information section of this Calendar.

3.6.8: Letter of Permission Students: Students who have been granted a Letter of Permission to study at Master's by another institution, student can be accepted as an Occasional Student by completing an Occasional Student Application Form (See "Occasional Students" section for additional information).

3.6.9: Mature Applicants: Mature Applicants (i.e. someone who does not meet the regular academic requirements for admission) may apply as Occasional Students (See Occasional Student Section 3.6.6), providing they:

- are 21 years of age or older on Registration Day;
- have been away from formal education for a minimum of two years;
- successfully complete an English Proficiency Test, which will be administered by Master's*;
- submit a letter explaining what they want to achieve by completing a program and why they feel they can be successful with university-level studies.

An interview in person or by phone may be arranged at the discretion of the Admissions Committee. After the successful completion (GPA of 2.00 or higher) of five courses, "Mature Students" can complete a **Regular Application Form** to apply for a program. Mature Applicants will be considered on an individual basis and only a limited number can be accepted.

*Mature applicants who fulfill the requirements listed above can choose to do a psychometric test (contact the Registrar's Office for additional information), instead of the English Proficiency Test and be considered for acceptance into a program and be eligible to do full-time studies, providing they submit the **Regular Application Form**. Intercultural students are not required to do the English Proficiency Test if they enroll with their cultural group and do courses in their first language.

3.6.10: Home-Schooled Applicants

Home-schooled applicants will be considered on an individual basis in order to determine their readiness to undertake university-level studies. As part of the application process, home-schooled applicants must:

- Provide an overview of the Home-School program they completed. This overview should include a description of the major courses completed as well as a list of textbooks used in the final three years of the program and an academic transcript of the courses taken.
- Provide ONE of the following:
 - Results from the SAT. A minimum score of 600 must be attained to demonstrate proficiency. (Information on SAT is available at <http://www.collegeboard.com/testing/>)
 - Results from the ACT. (Information on ACT is available at <http://www.act.org/>). A minimum composite score of 20 is required to demonstrate proficiency.
 - Results from a psychometric test (contact the Registrar's Office for additional information).
- Provide a personal/career portfolio detailing their personal and community participation and accomplishments (e.g. academic achievements, volunteer involvement) as well as their future goals and why they have chosen their particular program at Master's.

- Provide a letter of recommendation from the teacher/parent, including a summary of academic achievements.
- An interview in person or by phone may be arranged at the discretion of the Admissions Committee.

3.6.11: Learning Disabled Students: Learning Disabled applicants will be considered on an individual basis in order to determine their readiness to undertake university-level studies. As part of the application process, learning disabled applicants must provide documentation regarding their particular learning disability. Prior to submitting their application, learning disabled applicants are encouraged to familiarize themselves with Master's Learning Disability Policy. This policy is located in the **Academic Policies and Regulations** section of this Calendar.

3.6.12: Audit Students: Students who want to audit a course can do so by submitting an Occasional Student Application Form. Please check with the Registrar's Office to determine if a specific course is available for auditing.

3.7: Extra Admission Requirements For International Applicants

3.7.1: Applicants from the United States: In addition to meeting the general and academic admission requirements, applicants from the United States must also adhere to the following regulations.

- They must obtain a valid student visa prior to commencing studies. To obtain a student visa one must present a letter of acceptance and evidence of sufficient funds or financial support for the school year to Canadian Consulate officials or Canadian Immigration authorities at the point of entry into Canada. Applying for a student visa at the nearest Canadian Consulate is strongly recommended as unanticipated circumstances may result in the denial of a student visa at the point of entry into Canada.
- Have basic health insurance prior to enrolling in any courses.
- Be prepared to pay for their children's schooling if they bring them into Canada.
- Should not plan to finance their education by working in Canada since they will encounter difficulty in obtaining the work permits required for remunerative employment in Canada.
- Are advised to initiate the application procedure to Master's several months prior to their anticipated enrollment to allow for sufficient time for the processing of their student visa.

3.7.2: Applicants From Other Countries: In addition to meeting the general and academic admission requirements, applicants from other countries should submit a letter of reference from a local Pentecostal Assemblies of Canada missionary with their application form if possible.

- Applicants, whose first language is not English, must submit proof of English proficiency by completing the Test of English as a Foreign Language (TOEFL). (Students who are applying so that they can enroll in courses that are taught in their first language are not required to do the TOEFL). Applicants who are not residents of Canada at the time of application must arrange to take TOEFL in the country from which they are applying. Minimum scores of 570 (paper-based), 230 (computer-based) or 88 (internet-based test (iBT)) on TOEFL is required for admission. TOEFL scores must be received by the Registrar's Office before students can be accepted at Master's. Additional information on TOEFL is available by contacting:

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- A notarized English translation accompanying all documents submitted in a language other than English.
- Payment of tuition and related fees for the full year by August 1st and specific details outlining your ability to finance living expenses while at Master's.
- Must have basic health insurance prior to enrolling in any courses.
- Must be prepared to pay for their children's schooling if they bring them to Canada.
- Should not plan to finance their education by working in Canada since they will encounter difficulty in obtaining the work permits required for remunerative employment in Canada.
- Are advised to initiate the application procedure to Master's six - eight months prior to their anticipated enrollment to allow for sufficient time for the processing of their student visa.
- After an international applicant has received notification of acceptance by the Admissions Committee, application should be made for a student visa. Canadian immigration will usually require the following:
 - Evidence of acceptance at Master's College and Seminary.
 - Evidence of good character, lack of criminal record, and, if applicable, a letter from the sponsoring organization.
 - Certificate of medical clearance if applicable.
 - Evidence of adequate funds to live and study in Canada, including return transportation.
 - Valid passport.

3.8: English Language Proficiency

All students, with the exception of Intercultural students who enroll in courses that are taught in their first language, are required to provide evidence of their oral and written proficiency in English. Students can satisfy this requirement by meeting one of the following criteria:

- Their first language or mother tongue is English.
- They have studied full-time for at least two years (equivalent part-time studies is four semesters) in an educational institution where the language of instruction and examination was English. Being enrolled in ESL courses cannot be used in meeting this requirement.
- Successfully complete the Test of English as a Foreign Language (TOEFL) with minimum scores of 570 (paper-based), 230 (computer-based) or 88 (internet-based test (iBT)).

Applicants who are not residents of Canada at the time of application must arrange to take TOEFL in the country from which they are applying. TOEFL scores must be received by the Registrar's Office before students can be accepted at Master's. Additional information on TOEFL is available by contacting:

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3.9: Provisional Acceptance: If an applicant is currently completing courses at a secondary or postsecondary institution and their acceptance at Master's is conditional on the successful completion of those courses, the applicant will be offered a provisional acceptance. Once the student has successfully completed those courses and Master's has received an official transcript, the conditions attached to the student's acceptance will be removed. If other circumstances warrant Master's offering provisional acceptance to an applicant, those conditions will be clearly specified in the provisional acceptance letter. Master's will inform students in writing when the conditions have been removed from their acceptance and they are fully accepted into a program.

3.10 Students with Learning Disabilities: Students who have learning disabilities are encouraged to include supporting documentation with their Application Form. Students who are accepted with Learning Disabilities should familiarize themselves with Master's Learning Disability policy.

3.11 Changing Programs: Students who decide to change programs after they have been accepted must submit a Change of Program Form to the Registrar's Office. Admission requirements of the new program must be met prior to the student being able to change programs. Also students must be prepared to meet all of the requirements of the new program.

3.12 Honesty and Full Disclosure in Applications: Students must fully and truthfully answer all questions on their application form. In particular they must disclose their full educational history. Also they must advise the Registrar's Office in writing prior to enrolling in any courses at another institution while they are students at Master's. Any false or misleading information provided to Master's may result in disciplinary action.

3.13: Appeal of an Admission Decision: Students who disagree with an admission decision may appeal in writing to the Registrar's Office. They should clearly state their reasons for their appeal. Once a final decision is reached, they will be notified as soon as possible. The appeals process should be completed within 8-10 days.

3.14: Application Forms

Students can access Master's Application Forms online at www.mcs.edu or they can request one by contacting the Registrar's Office at 1-800-295-6368.

3.14.1: Occasional Student Application Form: Students who want to enroll in courses without applying to a program can complete an Occasional Student Application Form (See "Occasional Students" section for additional information.). To submit an Occasional Student Application Form, applicants must be Canadian citizens or landed immigrants. This Application Form can also be submitted by students who are only interested in auditing a course. Please check with the Registrar's Office to determine if a specific course is available for auditing.

3.14.1.2: Regular Application Form: Students applying for acceptance into a program (e.g. Certificate, Diploma or Bachelor) must complete the Regular Application Form. This Application Form must also be submitted by students who were previously accepted at Master's and who chose not to attend within two years of their initial acceptance. In addition former students of Master's who have not attended in the previous three years must submit this Application Form.

3.14.3: Re-Admission Application Form

3.14.3.1 Former Students: All former students who have been away from Master's for more than one semester (Fall or Winter) but for less than three years or who were on Academic or Disciplinary Probation must complete the Re-Admission Application Form when they want to re-apply to Master's. Former students should be aware that the current program requirements for graduation that are in effect when they return to their studies must be met. Before being re-admitted, a former student's account must be paid in full. A former student who has attended another institution since his/her last attendance at Master's must also submit official transcripts from that institution with his/her Application Form.

3.14.3.2: Former Applicants: This Application Form can also be submitted by former applicants if they want to update their file for admission, providing they had been initially accepted within the previous two years. After two years have elapsed, former applicants must submit the Regular Application Form to update their file.

3.14.4: Re-Enrollment Form: Former students who have only been away from studies for one semester (Fall or Winter) can complete the Re-Enrollment Form, rather than the Re-Admission Application Form, unless they have been on Academic or Disciplinary Suspension. If either one of those situations applies, the former student must submit a Re-Admission Application Form.

3.14.5: Bachelor of Theology Completion Program Application Form: All students applying to the Bachelor of Theology Completion program must submit this Application Form.