

Application Procedures

We are delighted that you are making application to Master's College and Seminary. Master's accepts students without regard to sex, race, colour, national or ethnic origins, provided all the entrance requirements are met. Please contact the Registrar's Office by telephone, mail, or email if you need any clarification or additional information.

Occasional Students Application Form

The **Occasional Student Application Form** is for applicants who want to take from one to five courses without being formally accepted into a program. To submit an Occasional Student Application Form, applicants must be Canadian citizens or landed immigrants (If you are not a Canadian citizen or landed immigrant, please contact the Registrar's Office to obtain a Regular Application Form.) 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 Master's Conduct Code.

Transcripts

Official transcripts from high school and any colleges or universities you have attended must be sent directly to the Registrar's Office by the institutions you attended, unless they are provided to you in a sealed envelope. A Transcript Request Form is included in this application packet for your convenience.

Application Deadlines

Applications are received up to the end of the first week of classes of any given semester. Students will not be permitted to register for a course if they are unable to start attending classes by the beginning of the second week of the semester. Once you have been accepted as an Occasional Student, you will need to complete a *Course Registration Form*, which is available at the Registrar's Office at the Main Campus or online at www.mcs.edu.

Application Form

Send the completed application form, along with a \$25.00 application fee (there is no application fee for students taking courses for audit) to the Registrar's Office. If Occasional Students apply to a program later by submitting a Regular Application Form, they will be charged an additional \$50.00 fee, rather than the regular \$75.00 Regular Application fee.

Notification of Admission

When your application has been processed, you will be notified by mail or telephone of the decision.

Contact Information

Website

<http://www.mcs.edu>

Telephone Number

(416) 482-2224 or (800) 295-6368

Fax

(416) 482-7004

Admissions

Flora Anthony: flora.anthony@mcs.edu

Registrar

Rev. Merv Anthony: merv.anthony@mcs.edu

Occasional Student Application Form

Office Use Only

Date Received: _____
 Application Fee: _____
 Application Number: _____
 Accepted: _____

Name: _____ Male Female
Surname First Middle

Address: _____
Street City Province/State Postal/Zip Code

Telephone: Home (_____) _____ Work (_____) _____

Date of Birth: _____ Age _____ Current Marital Status: Single Married
Month/Day/Year

Social Insurance Number: _____ Occupation: _____

Are you a Canadian citizen or landed immigrant? Yes No If no, please note that you cannot apply to Master's using the Occasional Student Application Form. Please contact the Registrar's Office at the Main Campus or online (www.mcs.edu) to obtain a **Regular Application Form**.

Expected date of entrance: _____ Email Address: _____

Denomination: _____ Minister's Name: _____

Local Church: _____

Have you, or will you, graduate from high school prior to the start of the term you are planning to enroll at Master's? Yes No (Note: Official transcripts from high school and any colleges or universities you have attended must be sent directly to the Registrar's Office by the institutions you attended.)

List below all educational institutions you have attended, including high schools, colleges, and universities.

Institution and Address	Years Attended	Year Graduated	Certificate/Diploma/Degree

Do you plan to do courses for credit or audit?

Where/how do you plan to do your studies?

- Main Campus
- Distance Education (Specify Internet and/or DE Site): _____
- Intercultural Stream (Specify Location): _____

How did you learn about Master's? (Check all that apply)

- Relatives/Friends Attended
- Master's Website
- Campus Visit
- Attended College Days
- Information at my Church
- Master's Music Group
- Other: _____

I certify that, to the best of my knowledge, all information in this application is true and complete. If accepted, I agree to submit to all of the policies and regulations of Master's College and Seminary. I understand that to be accepted into a program as a part-time or full-time student, I must complete the Regular Application Form.

Signature: _____ Date: _____

NOTE: Once you have been accepted as an Occasional Student, you will need to complete a Course Registration Form, which is available at the Registrar's Office or online at www.mcs.edu.

Transcript Request Form

To: Student Records

Name of School: _____

Address: _____

Please send an official transcript to *Master's College and Seminary* at the address below. I have enclosed the appropriate fee.

Student Name: _____

Address: _____

Phone Number : (_____) _____ Student Number: _____

I attended this institution from _____ to _____.

Student's Signature: _____ Date: _____

**To the School: Please attached this form to the transcript and send directly to:
Master's College and Seminary
282 Cummer Avenue
Toronto, ON M2M 2E7**

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