

POLICIES REGARDING CERTIFICATE STUDENTS

At San Francisco Theological Seminary, certificate students are considered to hold "unclassified," or non-degree student status. This means that certificate students are able to pursue their interests in theological study or test their ability to do graduate work with a minimum of administrative entanglements.

As a certificate student you may take any certificate courses for which you qualify. However, you are not eligible to enroll in any M.Div. courses at SFTS, nor any of the GTU affiliated seminaries. Certificate courses are specific to SFTS, unless otherwise specified.

Normally, certificate courses require a baccalaureate degree from an accredited school of higher learning. However, your instructor may make an exception depending on the nature of the certificate course. Some certificate courses may also require or prefer some undergraduate studies in certain subject areas or an employment context wherein such subjects are learned. International students whose first language is other than English will be required to pass the TOEFL (Test of English as a Foreign Language) with a score of 80.

If certificate students do not have a M.Div., MA or MATS, and enter into one of these SFTS degree programs later, the completed certificate courses cannot be transferred into the degree program to which they are applying.

Certificate students will be graded PASS/FAIL only. All students are expected to be active participants in the learning process. Certificate students will be issued a regular transcript with courses and grades listed and issued upon request. Students who complete the certificate program will receive a diploma-like certificate suitable for framing.

There is no financial aid available from Seminary sources for students in certificate or unclassified status. Therefore you need to be able to finance your course work from your own sources. **The tuition cost is \$750 for a 3 unit course, payable at the time of registration. Tuition for 1.5 unit courses is \$375.**

May I take only one course? Do I have to take all the courses in the certificate? If a certificate program consists of multiple courses, you will be charged tuition for each course within the certificate. Yet, each course stands alone. You are not obligated to enroll in the entire certificate (and pay all of the tuition) at one time. Yet, we encourage students to complete the certificate in its intended sequence. In many cases the learning is cumulative.

Seminary housing may be available for certificate students, but full-time degree candidates have prior claim.

Certificate course lists, course descriptions, and schedules may be requested from the Registrar's Office. They are also available on the SFTS web site: www.sfts.edu.

When we have received your completed Certificate Student Application form, the Statistical Information form, your transcripts, if applicable, and your full tuition, we will register you in the course of your choice. We encourage advanced registration. Should you need to add, drop or change a class, you may do so by contacting the registrar. Adjustments in collection or refund of tuition, if any, will then be calculated and applied.

Questions may be directed to the registrar at 415-451-2820 or slawlor@sfts.edu.



For Office Use Only
Colleague ID:

OFFICE OF THE REGISTRAR
(415) 451-2820

STUDENT APPLICATION – CERTIFICATE IN TRAUMA & SPIRITUAL CARE

Date _____

Name _____
Last First Middle

Permanent Address _____
Number & Street

_____ City State Zip

Phone (please check one) Cell Home Other

() _____
Area Code and Number

_____ Email Address

_____ **Course number** **title**

_____ **Course number** **title**

Current Employment/Title _____

Religious Affiliation, if any _____

Name of local Congregation _____

Highest Educational degree _____

Earned at _____
Name of institution Year

Return this completed application, the Statistical Information Form for Newly-Entering Students, and a check for the full tuition (see Certificate Student Status policy) to:
Registrar, San Francisco Theological Seminary, 105 Seminary Road, San Anselmo, CA 94960

For Office Use Only

Colleague ID:

STATISTICAL INFORMATION FORM FOR NEWLY-ENTERING STUDENTS

To confirm your intent to enroll as a certificate student at SFTS, please type or print in ink the requested information and/or check the appropriate information line, and send the form attention Registrar at the above address. This data is for SFTS use only.

Please attach a photo so we'll know you when you come.

FULL NAME: LAST FIRST MIDDLE

CURRENT TELEPHONE NUMBER (please provide country & city code if not U.S.) EMAIL

CURRENT MAILING ADDRESS

CITY STATE ZIP COUNTRY

*Current
Photograph*

So we'll know you when
you arrive

PERSONAL INFORMATION

SOCIAL SECURITY # _____ GENDER _____ HANDICAPPED/DISABLED _____

MARITAL STATUS: SINGLE MARRIED SPOUSE'S NAME _____

NAMES AND AGES OF DEPENDENT CHILDREN _____

RACIAL/ETHNIC CATEGORY (to comply with Office of Civil Rights Ruling; US Citizens only)

WHITE NON-HISPANIC BLACK NON-HISPANIC HISPANIC ASIAN-PACIFIC NATIVE AMERICAN

DATE OF BIRTH _____ PLACE OF BIRTH _____ CITIZENSHIP _____

IF NOT A US CITIZEN, DO YOU NEED SFTS TO ISSUE AN I -20 FORM TO APPLY FOR A STUDENT VISA? YES NO

IF YES AND VISA SHOULD COVER PERSONS BESIDES YOURSELF, GIVE NAME, BIRTHDATE, BIRTHPLACE, GENDER, & RELATIONSHIP:

IF TRANSFERRING FROM ANOTHER SCHOOL, GIVE NAME OF SCHOOL _____

*NOTE: We must have evidence of adequate financial support for your studies before we can issue the 1-20.
Please send the information with this form or immediately thereafter.*

HOME TOWN, STATE/COUNTRY _____

PERSON TO BE NOTIFIED IN AN EMERGENCY:

NAME _____

RELATIONSHIP _____ TELEPHONE NUMBER _____

ADDRESS _____

STUDENT STATUS

TERM AND YEAR IN WHICH YOU WILL BEGIN _____

ECCLESIASTICAL STATUS

HOME CHURCH NAME AND LOCATION _____

DENOMINATION: PC(USA) OTHER (give full name of denomination) _____

PRESBYTERY OR ORDAINING BODY _____

STATUS: INQUIRER UNDER CARE ORDAINED OTHER (explain)

Yes, I intend to be a student at SFTS and have completed the information honestly and to the best of my ability. You have my permission to release information about my upcoming matriculation. In support of my ordination and future ministry, SFTS has my permission to freely share with Church and government agencies in regard to my enrollment and progress at San Francisco Theological Seminary. The information contained is true and correct.

DATE _____ SIGNATURE _____