

Under the authority of God's inerrant Word, we exist to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by equipping men and women to treasure Christ above all things, to grow in wisdom and knowledge over a lifetime, and to glorify God in every sphere of life.

While the admissions process at Bethlehem College & Seminary is rigorous and deliberate, we see it most fundamentally subject to the wise and sovereign hand of God. As such, your application should begin where our deliberations must: in earnest and dependent prayer for God's will to be done in our lives. Our aim is to see Christ exalted in your life, whether you come to Bethlehem College or go somewhere else. Pray with us that this process would be a means to that glorious end.

While the College's unique undergraduate programs are academically rigorous, we do not have any minimum requirements for GPA, class rank or standardized test scores. A combination of these factors is considered in our admissions decisions. We are looking for more than just capable students, however. We are looking for men and women who long to magnify with their lives the supremacy of Christ in the church, workplace and world. You do not have to sense a calling to missions or pastoral ministry. You *do* have to sense a calling to be an ambassador for Christ in whatever your vocation ends up being! If you are excited about the vision of Bethlehem College, we encourage you to apply.



Steps to Admission

First Things . . .

- ⇒ Read this instruction sheet and all forms thoroughly and carefully.
- ⇒ Space is limited in our programs. Don't wait until the application deadline to apply--the program will very likely fill well before the deadline.
- ⇒ Application forms (PDF format) that have been downloaded from our web site can now be completed using Acrobat Reader 8 (or a later version). Be sure to "save" along the way as you are filling out the form. ☺

Admission Requirements

- Applicants must meet the Christian testimony and character standards of Bethlehem College & Seminary.
- High school graduate.
- Likelihood of academic success at BCS.
- Ability to write at a college-level (successful completion of a college-level composition course or demonstrated the ability to write effectively through a writing sample).
- Be willing to abide by the BCS policies as stipulated in the [Bethlehem College Student Handbook](#) and the BCS Community Declaration.
- For the Bachelor of Theology (B.Th.) program: Applicants must have earned a minimum of 40 transferable semester credits (56 credits is recommended). **Please note:** Students must have a total of 120 semester credits (or the equivalent) for graduation (64 B.Th. credits + 56 transferable credits) to earn the Bachelor of Theology degree from BCS. Thus, if a student enters the program with the 40 semester credit minimum, he will have to take an additional 16 semester credits outside of the B.Th. curriculum (and not available through Bethlehem College) before he can actually complete his B.Th. and graduate from BCS. Applicants with less than 40 transferable credits will only be considered for admission to our new undergraduate Certificate in Theological Studies program (32-credit, four semesters/16 months).

1. Complete the Application for Admission.

- Please answer all questions completely. Blank pages have been included at the end of the application form (pdf) for you to use as needed for answers that may need additional space.
- Attach a writing sample.

If an applicant has not completed a college-level English composition course (with at least a 2.00), then the Bethlehem College Admissions Committee needs a writing sample from the applicant. The writing sample should be an academic paper that you did in college. This sample can be on any topic, but must be a paper (not a speech or a sermon or a lab report). This requirement allows for proper analysis of an applicant's

writing and research abilities. The writing sample will be evaluated on the basis of grammar and writing mechanics, organization and clarity, content, and adherence to these instructions. With the writing sample, you must include a cover page with the following information: your name, the title of the paper, the date written, and the course and school where you submitted the paper.

If the applicant does not have a writing sample which meets these requirements, the applicant may select a question from the following options and respond in 400-600 words:

- Discuss a current national or international issue and why you are passionate about it.
 - Discuss a significant experience in your life and how it changed the way that you think and live.
 - Dietrich Bonhoeffer once wrote, “action springs not from thought but from a readiness for responsibility.” Do you agree? Illustrate this concept with an experience from your life.
- Include a current photograph. Please print your name on the back of the requested photograph in case it inadvertently becomes separated from your file.
 - Enclose the \$25 non-refundable application fee (checks payable to Bethlehem College & Seminary).
2. **Distribute your recommendation forms.**
- As a courtesy, provide a stamped and addressed envelope for the individuals completing your recommendations so they can mail their recommendation directly to the Bethlehem College Admissions Office. Remind the people completing these recommendations of the application deadline. [Faxed recommendations are not accepted.]
 - Pastoral Recommendation—Complete the top section, give the form to your pastor, youth pastor, or a church elder (not a relative) who has known you for more than two years and is familiar with your spiritual walk.
 - Personal Recommendation—Complete the top section, give the form to a friend (not a relative) who knows you well and is familiar with your character and giftings.
 - Educator Recommendation—Complete the top section, give the form to a professor or employer who has known you for more than one year (not a relative) and is familiar with your personal character and academic potential.
3. **Request an official transcript from the high school that you graduated from to confirm graduation** (or a GED)
- Official transcripts must be sent directly to Bethlehem College & Seminary from the high school you graduated from (in a sealed letterhead envelope). [Faxed transcripts are not accepted.]
4. **Request official transcripts from all colleges or post-secondary institutions you have attended.**
- Official transcripts must be sent directly to Bethlehem College & Seminary from the colleges you have attended in a sealed letterhead envelope. [Faxed transcripts are not accepted.]

Almost the Last Thing ☺

Submitting your application materials to Bethlehem College & Seminary . . .

- Application materials can be submitted in one of two ways:
 1. By Mail
Put your completed application form, essay, current photograph, writing sample, along with your non-refundable \$25.00 application fee (checks payable to *Bethlehem College & Seminary*). Please use a 9 x 12 envelope.

Bethlehem College Admissions
720 13th Avenue South
Minneapolis, MN 55415
 2. Online
After you have completed your application form and saved it ☺ (using Acrobat Reader 8), you have the option of submitting it to us online.

Go to <https://bcs.populiweb.com/application/> and enter the basic information about yourself that is requested.

Then click on the submit button.

Within 24-48 hours after you submit your basic information, you will receive an email with a link/password for Populi (our college management system). With access to Populi, just follow the instructions and upload your completed application (PDF) form. You can also upload your essay, writing sample and current photograph too. [Populi doesn't provide an option for paying the application fee online.]

Please print out page 4 of your application form, sign it and include it with your check for the application fee. This is so we have your actual signature for our records.

Last Things

- ⇒ A personal interview is part of the admission process. Once all your completed application materials (see Application Check-List details) are received by the BCS Admissions Office, you will be contacted to schedule the interview. There is no need for an applicant to contact BCS to schedule the interview.
- ⇒ The Undergraduate Admissions Committee reviews all applications and references and is solely responsible for making determinations of acceptance or denial for each applicant.
- ⇒ Applicants will normally be notified of our admissions status within 21 days of their application becoming complete.
- ⇒ Those accepted into the program will have approximately three weeks to confirm their plans to attend with a \$200.00 deposit.
- ⇒ Reminder: The application deadline is July 1, 2012.

ALL application/admissions questions should be directed to Connie Kopischke, BCS Registrar & Enrollment Services Director (admissions@bcsmn.org or 612-455-3402).