MOUNTAIN THEOLOGICAL SEMINARY

Master's Program Check off list:

1. Complete Application and sign
2. Pay Application Fee
3. Scan Diploma
4. Write Interest Essay
5. Request 2 Letters of Recommendation from ICOC leaders.
6. Request College/University transcripts to be sent directly to MTS.
7. Scan Government issued ID – front and back.
8. Scan each document (1, 2, 4 and 5) individually.
9. Send Application, receipt of payment, ID, Diploma, Essay, **and** Letters of Recommendation to registrar in separate PDFs. Do not combine them all together in one file.
10. Respond to registrar's correspondence for follow-up if necessary.
11. Contact College/University until transcripts are received by MTS.
12. After getting the Conditional Acceptance letter, register and pay for classes.
13. Always include your Student Number and First and Last Name which you provided in your application in all correspondences with the school.