

Graduate Admissions

“At Trinity I can study my faith and my culture without feeling the need to publicly veil my faith—it’s reassuring and challenging.”

Jason M. Miller (MA/CAC '01), Gurnee, Illinois

Contact Information

Trinity Graduate School seeks applicants who are in sympathy with our Statement of Faith and desire graduate education within an evangelical Christian worldview. Admission to the graduate school is open to qualified persons of all denominations and fellowships, of any race, color, and national or ethnic origin, without regard to sex or handicap. For more information on admissions policies or procedures, please contact the location in which you are interested:

WRITE:

Graduate School Admissions, Trinity International University

2065 Half Day Road
Deerfield IL 60015

111 NW 183d Street
Suite 500
Miami FL 33169

2200 North Grand Ave
Santa Ana CA 92705

CALL:

847.317.6900
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305.770.5111

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www.tiu.edu/sfc

www.tls.edu

Admissions policies and procedures are subject to change without notice.

General Admission Requirements

Applicants should be aware that in the admissions review all components of the application packet are examined with no one component serving solely as a basis for admission or rejection of an application. Also note that individual programs may have additional admissions requirements described in the program prospectus in the catalog. Admission to the graduate school normally requires the following items:

- The completed [Application Form](#).
- An official transcript indicating graduation with a baccalaureate degree or its equivalent from an accredited college or university, typically including at least 60 semester hours of liberal arts course work. Official transcripts must be submitted from schools attended since high school where more than three courses were taken and from all schools where prerequisite courses were completed. Applicants who attended secondary school (high school) outside the United States should submit those transcripts as well. Certified translations for non-English transcripts are required.
- A cumulative undergraduate grade point average of 3.0 or higher (on a 4.0 scale).
- Submission of scores from the Graduate Record Examination (GRE) verbal and analytical sections or the Miller Analogies Test (MAT). Test scores must be less than five years old.

- Letters of recommendation from (a) a pastor who knows the applicant, (b) a faculty member in a school where the applicant recently pursued academic studies (undergraduate or graduate), (c) an employer or other relevant individual.
- Proof of English competency for students for whom English is not the first language. Competency is normally measured by the Test of English as a Foreign Language (TOEFL). The minimum score required is 237 (computer test) or 92 (Internet-iBT test), and scores submitted must be less than two years old. Waivers are not normally granted from this requirement. However, if a waiver is authorized, applicants then become subject to the same standardized testing requirements as their native English-speaking counterparts, required to submit qualifying scores from either the Graduate Record Exam (GRE) or Miller Analogies Test (MAT). Applicants should weigh this prospect carefully before requesting a waiver from the TOEFL. Waiver requests must be submitted in writing to the Director of Admissions at least three months (90 days) prior to the application deadline date in order to allow sufficient time for testing if the request is denied. Failure to submit qualifying test scores by application deadlines may result in outright denial of admission or postponement of application decision to a subsequent semester.
- Proof of Immunization. The state of Illinois requires incoming students to submit documentation with exact dates of the following injections: Measles (two); Mumps (one); Rubella (one); and Tetanus/Diphtheria (one injection within the last ten years). For students not attending U.S. grades 9-12, three Tetanus/Diphtheria injections are required, the third being within the last ten years. A PPD tuberculosis skin test is also required.
- Accepted students will receive further information and a proper form to be completed as part of the admissions process. **Do not** send immunization documentation before receiving the official form.
- Students who are taking less than six hours of credit or were born prior to 1957 are exempt from this law.
- Personal statements that include the following:
 1. A statement of the applicant's past and present spiritual life. This may include one's Christian conversion and other significant spiritual events and formative influences in one's life (one or two pages).
 2. A statement outlining the applicant's motivation to study at Trinity Graduate School, an evangelical Christian school, and one's future goals (one or two pages).
- Submission of a \$25 nonrefundable application fee.

Program Prerequisites

Each program will have required relevant prerequisites defined in at least one of the following categories: (a) undergraduate course work, (b) program oriented extensive or intensive experience, or (c) other (writing, etc.). Prospective students should note specific Program Prerequisites in the individual program prospectus and in the catalog.

Application Procedure

The back of this catalog contains instructions for the application process. A rolling admissions process is used for master's program applicants; however, it is recommended that [application](#) be made six months in advance of the expected enrollment date, but certainly before the following deadlines:

U.S. Citizens		International Applicants	
July 15	For fall semester admission	March 1	Fall semester Pre-Application Information form (including summer session)
November 15	For spring semester admission	April 1	Fall Semester Application Deadline
April 1	For summer session admission	June 1	Fall Semester Deposit Deadline
		August 1	Spring Semester Pre-Application Information form Deadline
		September 1	Spring Semester Application Deadline
		November 1	Spring Semester Deposit Deadline

Applications received after these deadlines may be subject to a \$20 late application fee, and no applications will be considered for a given semester after the second week of that semester. (Note: **Do not** send the late application fee in with the application unless notified to do so.)

Upon admission to Trinity, a student should submit a tuition deposit to the Admissions Office to reserve his or her place in the school. This deposit is credited toward the first term's tuition and is refundable. New students are encouraged to send in their deposit as soon as possible since class registration times are assigned based on the

date the deposit is received. (See the Application Instructions at the end of this catalog for further information on refunds.)

Denied applicants may appeal in writing to the Admissions Committee no later than ninety days following the date of the Admissions Committee decision.

Additional Application Considerations for All International Applicants

Trinity welcomes students from all over the world to our campus; however, the added challenges for international students cannot be underestimated. In addition to the regular application process outlined above, international applicants must also consider the following four items: Pre-Application Information Form, Language Requirements, Financial Requirements, and Visa Requirements.

Pre-Application Information Form for International Applicants

This is a Trinity form that must be submitted prior to the actual application for admission. The Pre-Application Information Form provides the preliminary documentation necessary to demonstrate that prospective international students have identified their sources of funding for both education and living expenses while at Trinity, as required by the U.S. government. Applications for program admission will not be reviewed until the Pre-Application Information Form has been received and approved by Trinity. This begins the application process.

International applicants must demonstrate how all expenses related to education, travel, and living will be paid prior to issuing a student visa, according to U.S. law. International applicants may apply if they have a financial guarantor in the United States or if they have sufficient evidence from legitimate individuals or organizations that their expenses while attending Trinity can be met. Living expenses add more than \$20,000 annually to the costs of education (tuition, fees, books).

International students on an F-1 visa are limited by immigration restrictions to on-campus employment of twenty hours per week during the term when classes are in session and forty hours per week between the terms. Such jobs provide only a small percentage of the funds needed for education and living expenses. Immigration laws prohibit student spouses on F-2 visas from working. International students should not anticipate funding their education through on-campus employment.

Subsequent to approval of the Pre-Application Information Form, the prospective student's Application for Admission will be received and reviewed for admission to Trinity.

Language Requirements

In addition to the regular application materials, international applicants *must* submit scores from the Test of English as a Foreign Language (TOEFL) if English is not the applicant's primary language of instruction. All Graduate School applicants must obtain a minimum TOEFL score of 237 (computer test) or 92 (Internet-iBT test). **Waivers from TOEFL are not normally granted.** If a waiver is granted, applicants are required to submit scores from the same standardized exam required for native English speakers (Graduate Record Exam [GRE] or Miller Analogies Test [MAT]). Waiver petitions must be submitted in writing to the Director of Admissions a minimum of ninety days prior to the application deadline date in order to allow sufficient time for testing in case the petition is denied. Failure to submit required TOEFL scores may result in denial of admission or postponement of the application decision to a subsequent semester.

Financial Requirements

After the Pre-Application Information Form has been received, the Application for Admission will be reviewed. If an international applicant is accepted, formal evidence must then be submitted through Trinity's Certification of Finances (COF) form that adequate financial resources for both educational and living expenses has been identified by the applicant. The COF is sent to the international applicant with his or her letter of acceptance.

The Certification of Finances (COF) must identify monies readily available for the first year of study and document additional funding for the duration of the student's program. Most international applicants, depending on anticipated living arrangements and the number of family members accompanying them to the United States, will need to identify available funds from US\$25,000 to US\$30,000 to satisfy this requirement.

At this time an accepted international applicant must also submit a US\$2,000 tuition deposit (fully refundable) before the Certificate of Eligibility (I-20) for a student visa will be issued.

Visa Requirements

Trinity is authorized under U.S. law to enroll nonimmigrant alien students; however, these U.S. laws are becoming increasingly stringent. International students *must* enter the United States with an F-1 visa, which is granted by the U.S. government. Applicants already in the United States in a visa category other than F-1 (including F-2, B-1 and B-2) may be admitted as Visiting Students and take one or two occasional classes for credit as long as the classes will not later be applied toward a degree program and the studies are not the primary purpose for being present in the U.S. Failure to observe this limitation will place one's visa status in doubt and could jeopardize a student's ability to secure an F-1 visa in the future should their educational goals change.

A U.S. Immigration Certificate of Eligibility (I-20) will be issued by Trinity, enabling the international applicant to apply for an F-1 student visa, after the following have been met:

1. Applicant has demonstrated English language competence meeting or exceeding Trinity's standards
2. Applicant has been admitted as a student
3. Applicant has demonstrated adequate financial resources through a Certification of Finances
4. Applicant has submitted a US\$2,000 tuition deposit

In accordance with U.S. immigration law, Trinity does not allow nonimmigrant aliens to register as full-time or degree-seeking students without an F-1 visa. Permanent residents are exempt from these limitations, as are certain other visa statuses (i.e., R-1 or H1B). Further questions regarding visa status and eligibility to study at Trinity may be directed to Trinity's Admissions Office on campus. It is the responsibility of the student to maintain legal immigration status.

Guidelines for Graduate Studies Preparation

Students who are still pursuing an undergraduate degree are encouraged to incorporate course work into their studies that will fulfill the following guidelines:

1. Students coming into Trinity Graduate School should typically have had at least 60 semester hours of liberal arts course work, including a broad undergraduate background in the humanities and the natural and social sciences.
2. Pregraduate studies should give evidence that the applicant have developed the ability to think independently and to communicate effectively. Application materials will be carefully evaluated for writing skills. If a weakness is discovered, the student may be required to take extra study in English composition.
3. The applicant should note carefully the prerequisite course requirements for each program and take as many of those courses as possible at the undergraduate level. In most cases, if a student is qualified for admission but lacks the necessary prerequisite course work, the deficiency can be removed through additional course work at Trinity International University.
4. Applicants are encouraged to become familiar with the content of the Bible, either through formal course work or personal study. If an applicant's undergraduate program includes courses that parallel required courses in the Trinity curriculum, the applicant will be granted considerable flexibility in selecting advanced-level courses as substitutes for the required classes. Faculty advisors are able to assist in this process.

Admission Policies

Advanced Substitutes

Students who have taken undergraduate courses that are clearly parallel to required courses in their program at Trinity Graduate School may modify their program by way of Advanced Substitutes. This policy allows students to build on, rather than duplicate, studies that they have already completed. Advanced substitute courses are to be approved in advance by the Academic Dean's Office.

Application for Readmission

There are certain situations in which students may need to submit a supplementary application.

- If they are accepted to Trinity Graduate School but do not enroll
- If they withdraw temporarily, officially or unofficially
- If they complete one degree and wish to pursue a second one

However, if more than two years lapse after original acceptance, withdrawal, or completion of their first program, students will be required to submit new application materials, including recommendations and personal statements. Students who are readmitted are subject to the requirements of the catalog that is current at the time they reenroll in course work.

Change of Enrollment Date

Students may find it necessary to change their anticipated enrollment date. If the new semester in which a student intends to enroll is within two years of the semester for which he or she was originally admitted, the change can be made routinely. If the new semester is more than two years from original admittance, a student will be required to submit new application materials.

Students who must change the date of enrollment, should notify the Admissions Office. The Admissions Office will notify them of any special instructions at the time of the change. These students will also need to contact the Housing and Financial Aid offices because the change may affect the availability of campus housing or financial aid. A student's program of studies will be governed by the catalog that is current in the semester he or she enrolls.

Change of Program (COP)

It is possible that after enrollment a student will decide to pursue a different program. If students wish to make such a change, they should follow these guidelines:

1. Consult with members of the faculty or an Admissions Counselor before submitting an application for a change. It could be that a student's present program is best or that there is another program that has not yet been examined.
2. Admission into one program is not a guarantee of admission into another program. Programs have varying admission requirements and students may not have the necessary requirements for the program they are considering. The current catalog for the admission requirements for the proposed new program should be consulted.
3. Before Admissions will consider application for a COP, students must complete at least one semester of studies at Trinity Graduate School (10 semester hours or more). Admissions will wait to make a decision until first semester grades are reported.
4. To change the program of study, students must submit a COP application with the appropriate signatures to the Admissions Office. Applications are available from the Admissions Office. A brief statement concerning reasons for wanting to make this change is also required.
5. A COP application may be submitted any time during the year. The official date of entry into a new program depends on the date of submission, rather than on when the Admissions Committee makes its decision. The deadline is the Friday of the fifth week of each semester. If the COP is submitted by this date, and the Admissions Committee approves it, admission into the new program will be made retroactive to the beginning of that semester. On the other hand, if the COP is submitted after the fifth week of a semester (or if all required credentials are not on file until after the fifth week), the applicant will automatically be considered for admission into the new program effective with the beginning of the next semester.
6. It is possible for students who change programs to retain their current faculty advisors. However, if there is a faculty member in the new department whom a student would like to have as advisor, it should be requested on the COP form. While such requests may not be possible to honor, they will certainly be given careful consideration.
7. If a COP is approved, the student will be subject to the catalog that is current at the time of initial enrollment in the new program, rather than the catalog that was in effect at the time of original enrollment at Trinity Graduate School. Failure to recognize this policy at the time of COP could result in needing to fulfill additional graduation requirements beyond those expected.
8. Students with questions about COP procedures, the advisability of certain programs for them, or their qualifications for a particular program or programs, should make an appointment to discuss their situation with an Admissions Counselor.
9. If a COP is not approved by the Admissions Committee, students may appeal the decision in writing to the Director of Admissions within ninety days after receiving notice of the Admissions Committee decision.

Interschool Transfers

Transfers between the various graduate-level schools of Trinity International University (i.e., from the graduate school to the divinity school) can be accomplished using the special Interschool Transfer Application available from the Admissions Office. Contact the Admissions Office for further information.

Student Classifications

Special Students

Special Students are not enrolled in a degree program but may register as full-time or part-time students for a maximum of 18 semester hours or three semesters, whichever is longer. To be admitted as a Special Student, a person must submit all the regular application materials and must have earned a minimum undergraduate cumulative grade point average of 3.0 (on a 4.0 scale).

A student may become a Special Student in the graduate school in one of two ways:

1. Simply apply for admission as a Special Student. Students do this (a) if they know they want a graduate education but are unsure which program would be best for them, or (b) if they have a specific degree program in mind but must first remove certain prerequisite deficiencies in order to qualify for it. Therefore, Special Student status allows the student to take some relevant course work while simultaneously satisfying the necessary prerequisites.
2. A student may apply for admission into a degree program, but the Admissions Committee may admit her or him as a Special Student. This means that she or he meets the general admission requirements but, for one or more reasons, cannot yet be admitted into her or his program of choice. Some of those reasons may include the following: lack of adequate prerequisite course work, lack of a score from a standardized admission test, weak academic background, stated goals that are inconsistent with the purposes of the program, indication of incompatibility with the personal character and lifestyle expectations of the campus community or with the desired program, or the conclusion by the Admissions Committee that another program may be more appropriate for the student.

A Special Student may register for any courses for which he or she meets the prerequisites as stated in the course description section of the catalog. He or she should consult with the faculty advisor regarding the best courses to take. If a Special Student wishes to take more than a total of 18 semester hours, he or she should either apply for a degree program or obtain special permission from the Admissions Committee for an extension. It is important to note that admission as a Special Student does not guarantee later admission to a degree program.

Visiting Students

If a person wishes to take courses for credit on a part-time basis but does not want to enroll in a degree program, he or she may submit a Visiting Student Application. In addition to the application form, he or she must submit a nonrefundable application fee of \$25.00 and have an official transcript indicating that he or she holds a bachelor's degree sent directly to our Admissions Office. Some students without a bachelor's degree may enroll as Visiting Students. Please contact the Admissions Office for more information.

Auditors

If a person wants the opportunity to take one or more courses per semester but has no interest in earning graduate credit or a degree, he or she is invited to audit the classes of his or her choice. An auditor may usually participate in all class functions but will not be held accountable for tests or assignments, nor receive a grade or credit. To enroll as an auditor, a person simply comes to campus on the first day/night of class, registers, and pays the audit fee for each course. No application is required, and the person need not have completed a bachelor's degree. The graduate school, however, reserves the right to limit the number of auditors in any class, and some classes may be closed to auditors. Students in the Master of Arts in Teaching should note that, in some cases, auditors will be required to participate in classes and prepare all assignments and tests. This difference is due both to the cohort nature of the program and the need to satisfy teaching certification requirements.

Transfer Credit

Students may receive credit for studies taken at fully accredited graduate-level institutions when such work parallels courses listed in our catalog and after successful completion of a full semester of academic work at Trinity Graduate School. Official transcripts of previous work showing satisfactory grades in the courses must be submitted for consideration.

Transfer credit is not given for undergraduate studies and is usually not granted for course work taken at nonaccredited graduate schools. Also, graduate-level course work that has been applied toward an undergraduate degree cannot be allowed as transfer credit toward a Trinity Graduate School degree. To be considered for transfer credit, the course grade must normally be a "B-" or better from an accredited graduate-level program.

If a master's degree has been completed at another institution, possible transfer credit will be limited to a maximum of 50 percent of the total credits required for the shorter degree.

If a student wishes to receive transfer credit for work done at another accredited graduate school, an official transcript from that graduate institution must be filed for evaluation, along with the "Transfer Credit Request" form to the Trinity University Records Office. (**Note:** The "Transfer Credit Request" form is available for download from the [MyTrinity](#) website.)

The Records Office will evaluate transfer course work under the direction of the TGS Associate Academic Dean and Program Directors. Transfer of credit is not automatic; it is considered only when requested.

Regardless of the amount of course work that a student may have taken elsewhere, all students must fulfill the minimum residency requirement for their programs at Trinity Graduate School.

Master of Arts programs in Bioethics and in Communication and Culture: 24 hours must be taken through TIU course work, of which a minimum of 3 hours must be taken at the Deerfield Campus. A maximum of 6 hours may be considered for transfer credit.

Master of Arts program in Counseling Psychology: a maximum of 24 hours may be considered for transfer credit, of which only 12 hours of the concentration may be transferred.

MA/T and MEd/L programs: Students must complete all required courses either for credit or by audit through Trinity Graduate School.