

Joint Program - Admissions Application Checklist

Please make sure all items have been completed and received by the application deadline. Starr King has deadlines for admissions that sync up with their semester schedule. ChI has a rolling admissions policy where students can start apply and start anytime.

- 1) **Admissions & Recruitment Director Conversation or Questions.** Please email Mary Hicken to schedule a conversation at mary@chaplaincyinstitute.org or call 510-631-3066.
- 2) **Application Form (Part 1).** Complete the first two pages and sign. If you'd like, you can return Part 1 of the application only, along with your application fee (see below), at your earliest opportunity. Upon receipt of Part 1 of the form and the fee, each school will open an application file. OR you can submit Part 1 along with your Essay Questions (Part 2) and Autobiographical Statement (Part 3) all together. Please send one set of the form and materials and the fee to each school.
- 3) **Application Fee.** Please submit a \$65 check payable to The Chaplaincy Institute and another \$65 fee to Starr King School for the Ministry. Both fees are not refundable.
- 4) **Essay Questions.** Please be succinct. Number your responses and use double-spaced 12-point font on 8.5 x 11" pages. Please include page numbers and your name on each page. Send a set of these questions to each school.
- 5) **Autobiographical Statement.** Please limit your statement to five pages. Use double-spaced 12-point font on 8.5 x 11" pages. Please include page numbers and your name on each page. Send this statement to each school.
- 6) **Transcripts.** Please arrange to have official, sealed copies of all your post-high school academic transcripts mailed directly to ChI. ChI will forward a copy onto Starr King.
- 7) **Recommendation Letters (3).** Please fill in the top of each recommendation request (including the deadline and your signature). Forward a form to each person you selected as a reference. A reference letter from a religious leader, professor/educator, and a personal reference are required. (Note that letters may not be submitted from family members). Letters of recommendation must arrive by paper mail, email, or fax and include the signed recommendation form. They can be sent to The Chaplaincy Institute who will forward a copy to Starr King.
- 8) **Interview.** Once all of your materials are received at ChI, you will be contacted by our Dean for an interview. If an interview is necessary at SKSM, the Admissions and Recruitment Director will notify you once all materials are received from ChI.

Send forms and fees to:

- Admissions, The Chaplaincy Institute, 1400 Shattuck Avenue, #14, Berkeley, CA 94709
- Admissions, Starr King School for the Ministry, 2441 Le Conte Avenue, Berkeley, CA 94709