



The Chaplaincy Institute  
*An Interfaith Seminary & Community*

 STARR KING  
SCHOOL FOR THE MINISTRY

## Joint Program for Interfaith Chaplaincy and Spiritual Direction

### Application Process

Welcome! We are excited about your interest in our program. Congratulations on getting to this place in your discernment process.

### Application Steps

1. Submit the Application Form (Part 1) and mail a copy to Admissions, The Chaplaincy Institute, 1400 Shattuck Avenue, #14, Berkeley, CA 94709 with a \$65 Application Fee and another copy to Admissions, Starr King School for the Ministry, 2441 Le Conte Avenue, Berkeley, CA 94709 with a \$65 Application Fee. This opens your application file with both Admissions Offices. Fees are not refundable.
2. Complete the Application Essays (Part 2) and an Autobiographical Statement (Part 3) and email them to both ChI ([admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org)) and Starr King ([admissions@sksm.edu](mailto:admissions@sksm.edu)). You can complete this together or separately from Part 1 above.
3. Request Official Transcripts to be mailed from all institutions of higher education you attended. Please have transcripts mailed to ChI. ChI will share these transcripts with Starr King.
4. Request three Letters of Recommendation from 1) Religious/Community Leader, 2) Educator/Advisor, and 3) Personal Reference and have them sent with the accompanying form to ChI. ChI will share these with Starr King.

Once the Admissions and Recruitment Offices from both institutions have all of these materials, your application will be considered complete, and it will be considered by the Admissions Committees at both schools. ChI requires a live or virtual interview, following submission of these materials.

### Starr King Admittance

Admittance to the program may be for the Fall or Spring semesters. You must attend Starr King's orientation in Berkeley before you begin your degree program. Please see the Academic Calendar for Orientation dates.

### Application Deadlines

**Spring Admission:**

- Priority: September 1 and October 1
- Regular: November 1
- Final: December 1

**Fall Admission:**

- Priority: March 1
- Regular: April 1
- Final: May 1

**Additional Application Resources**

1. Application Cover Letter
2. Application Checklist

**The Chaplaincy Institute Admissions**

ChI has revolving admissions. Students can apply anytime.

**Timeline of Studies (if accepted)**

Studies could begin at ChI anytime and credits could transfer to Starr King toward a Masters Degree

OR

Studies can start at ChI after attending Starr King's Orientation, attending Starr King's Educating to Counter Oppression (ECO) intensive held each August and January, and after gaining approval from Starr King's Academic Advisor.