



PHOENIX  
SEMINARY

SCHOLARSHIP WITH A SHEPHERD'S HEART

# Application Checklist

- Create a username and password at [apply.ps.edu](http://apply.ps.edu)
- Complete online application
- Upload Documents:
  - Resume
  - Admission Statement (three-page essay response)
  - Counseling Statement (MAC applicants only)
  - Writing Samples (ThM and DMin applicants only)
- Recommendations (people who have known you for at least one year; no immediate family):
  - Spousal Recommendation (if applicable)
  - One Pastoral and Three Personal
  - One Pastoral and One Academic (ThM applicants only)
  - One Employer and Three Personal (DMin applicants only)
  - Email them link to fill out survey: [apply.ps.edu](http://apply.ps.edu)
  - They need to create username and password just as you did
  - **Must be completed on desktop or laptop computer**
- Background Check through outside agency (<https://www.viewpointscreening.com/ps>); only cost associated with application process: \$23.
- Official Transcripts sent:
  - Emailed directly to [enrollment@ps.edu](mailto:enrollment@ps.edu) **OR**
  - Mailed to:
    - Phoenix Seminary**
    - Attn: Enrollment**
    - 7901 E. Shea Boulevard
    - Scottsdale, AZ 85260
  - Must remain unopened
- Interview with Admission's Committee (MAC applicants only)