



Online Application Instructions

Summit University accepts applications for certificate programs and individual for-credit courses on an on-going basis. *Apply now* to enroll next semester.

Application Instructions

Before beginning your application, please review the information posted on the [Application Process webpage \(http://summituniversity.org/apply\)](http://summituniversity.org/apply), as well as the following instructions. Only complete applications will be reviewed so be sure to complete each step in the application process. You may also use these instructions as a checklist to ensure that you have completed all of the necessary steps.

- 1. Select the program that you wish to apply for. Your program choice will determine which application you should fill out below. Go to the Get Started page for a list of programs we offer: <http://www.summituniversity.org/getstarted>
- 2. Request to have two Letters of Recommendation submitted on your behalf as soon as possible. We encourage you to do this first since applications will not be reviewed until your Letters of Recommendation have been received. Invite the individuals you have selected to fill out a confidential online recommendation form for you and give them this link: <http://summituniversity.org/recommendation>. The form will take them no more than 10–15 minutes to complete. To complete the form, they will need **your full name and the email address** that you will use for all SU course access and correspondence.
- 3. You will be required to upload electronically into the application the following three attachments. We recommend you have these documents ready before filling out the application.
 - a. **A recent photo of yourself.** This photo must be a head shot, which is in focus (not blurry) and similar to a passport or driver's license photo (larger than the typical Facebook profile photo). Upload it as a JPEG that is no larger than 5 MBs. If your photo is too large, you may resize it at <http://www.resizeyourimage.com/>.
 - b. **Documentation of your highest educational level or degree.** This may be a copy of your high school or college diploma or official or unofficial college transcripts. Please submit a JPEG or PDF that is no larger than 1 MB. If you do not have your diploma or transcripts, you may upload a short resume (200 words or less) of your educational background in a .docx file that is no larger than 1 MB.
 - c. **A 500-1000 word essay** as a .docx file that you have written in English. Include your name, email address and the program for which you are applying at the top left hand corner of the first page; include page numbers and your initials in the lower right hand corner of each subsequent page. Select the appropriate essay content below for the program for which you are applying:
 - Ministering Servant Certificate Program applicants – Track B (Lay Brother/Lay Sister):** Explain why you feel called to strive for the office of lay brother/lay sister in Church Universal and Triumphant. Please include how you currently serve others and what serving others means to you.

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- All other program applicants:** Describe why you would like to study at the Summit University Online School of Theology and Spiritual Studies. Explain what specifically interests you about the department, program, or course for which you are applying.
- 4. If you are ready to apply now, click the appropriate link below to fill out your application. The application will take you approximately 15 minutes to complete. Although you can save your work and come back later, we recommend that you complete the application in one setting. At the end of the application, you will be asked to pay the \$100 application fee through PayPal using Visa, MasterCard or your PayPal account.
- 5. Your application will automatically be submitted when you begin processing your payment. You will receive an email notification from PayPal when your payment has been processed. Applications will not be reviewed until payment is received.
- 6. To begin your application, click on the appropriate link to begin:
Ministering Servant Certificate Program—Track B: <http://summituniversity.org/ApplyForMSCB>
All other programs: <http://summituniversity.org/standardapplication>

If you have technical problems completing the application, go to the [SU Tech Support](http://summituniversity.org/help) website (<http://summituniversity.org/help>) to create a customer support ticket.