

## Online Application Instructions

Summit University Online is accepting applications for certificate programs and individual for-credit courses. Apply now!

### Application Instructions

To apply, please review the following instructions and complete each step in the process. You may also use these instructions as a checklist to ensure that you have completed all of the necessary steps.

- 1. To begin your online application, go to <https://summituniversity.org/apply/>. Scroll down and click on either the "Standard Application" button or "Ministerial Studies Application" button to start your application. If you are a new student, submitting your application will automatically create a student account. This is a save-and-return form; you can take several sessions to complete it.
- 2. You will be required to upload the following three attachments into 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 upload as 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 to 1000-word essay** as a Word .docx file that you have personally 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. 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.
    - 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.
- 3. This program is offered only in English and good English language skills are required in order to be successful in the coursework. Non-native English speakers may be asked to submit TOEFL scores or successfully pass an English proficiency test before they are accepted into the program. To be successful in your program, you must be able to perform the following tasks in English:
  - Comprehend instructions and follow directions given in the form of text and videos.

63 Summit Way • Gardiner, Montana 59030-9314 USA  
[registrar@SummitUniversity.org](mailto:registrar@SummitUniversity.org) • [SummitUniversity.org](http://SummitUniversity.org) • Phone: 406-848-9658 • Fax: 406-848-2758

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- Assimilate academic content presented in a variety of mediums such as online text, books, and audio and video clips.
  - Formulate well-crafted written ideas and responses to academic content, with minimal grammatical errors, in the form of short answers and longer papers.
  - Complete exams.
  - Give short oral presentations.
  - Communicate clearly in impromptu online and face-to-face conversations with high levels of understanding.
5. Please read the *Technology and Computer Literacy Requirements*, which are posted at <https://summituniversity.org/technology-and-computer-literacy-requirements/>. On the application, you will be asked to indicate that you have read and comply with these requirements. You may print a copy for future reference.
6. Request to have two Letters of Recommendation submitted on your behalf as soon as possible. Applications will not be reviewed until your Letters of Recommendation have been received. Instructions are given below.
7. All applications must be accompanied by a \$100 non-refundable application fee. You may pay your application fee using Visa or MasterCard or your PayPal account. Follow the step-by-step payment instructions on the application.
- You will receive a separate PayPal email receipt when the payment is successful. Please allow time for processing. Your application will not be reviewed until payment and your letters of recommendation have been received.
8. Once you begin the payment process, your application will automatically be submitted and you will not be able to make changes to the form.

If you have technical problems completing the application, go to the [SU Tech Support](https://summituniversity.freshdesk.com/support/tickets/new) website (<https://summituniversity.freshdesk.com/support/tickets/new>) to create a customer support ticket.

## Letters of Recommendation

For Summit University certificate programs and courses for credit, applicants are required to have two letters of recommendation submitted by previous or current employers, teachers, counselors, community or group leaders, youth organization leaders or ministers from their local congregation.

- 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.

The completed letters will be sent electronically to the SU registrar. You will receive an email notification when each letter has been received. Do not request that a printed copy of the form be given to you.

Request your recommendations far enough in advance so they are received by SU about the same time that you submit your application. Applications will not be reviewed without recommendation letters.

## What's Next?

Congratulations! When you have completed all the previous steps, you will have submitted your application for Summit University Online.

Applicants will be notified by email of the Review Committee's decision regarding acceptance by the end of July. Successful applicants will receive instructions on when and how to register for their course(s) and how to access the required introductory online course, which they must review before their program starts.