MBTS Logo

MALAYSIA BAPTIST THEOLOGICAL SEMINARY

40 A-D, Mukim 17, Batu Ferringhi, 11100, Penang, Malaysia

Tel: +604-8811245 / Fax: +604-8811995 Email: registraroffice.mbts@gmail.com

**Graduate School Application Procedure and Process**

***ADMISSIONS REQUIREMENTS***

The program is meant *firstly* for Christian persons in the professional / vocational Christian ministry. However, mature Christian leaders not in the “full-time” ministry but meeting qualifications set for them may still apply. All applications will be examined on a case by case basis. The Faculty makes the final decision on admissions. The following provides the normal admission qualifications.

1. **Age and Experience:**
2. For “professional” pastors, missionaries and ministers in Christian organizations and institutions.

Normally, the applicant is 30 years of age and above with 6 years in “full-time” Christian vocation / ministry (with 3 years in “full-time” after the Master of Divinity (M. Div.) degree). For full-time pastors and Christian workers who obtained their M. Div. degree after 6 years or more in their vocation may enter into the program without the 3 years break. Mature Christian workers in significant ministerial position with only a Master of Arts (M.A.) in Theology or Bible, or Master of Christian Studies (M. C. S.), or equivalent, and who are 40 years and above may be accepted on the basis that they complete additional seminars.

1. For mature Christian leaders not in the “full-time” Christian vocation.

Normally, the applicant is 40 years and above and must have 10 years or more and a proven record of being involved in a variety of “ministerial” duties. He / she must have served 5 years in leadership position after obtaining the M. Div. degree.

1. Requirements for Master of Theology (Th. M.) may vary.
2. **Education:** Applicants must possess a recognized M. Div. degree with a minimal grade average 3.0 (or ‘B’) on a scale of 4.0 (or its equivalent). Applicants with only an M.A., M. C. S. or equivalent may be considered if they meet the mature Christian leader criteria and are willing to complete additional requirements.
3. **Entrance Exam:** Satisfactorily completed an entrance exam.

***ADMISSIONS PROCESS***

1. All documents should be submitted to the Registrar, by post or by email ([registraroffice.mbts@gmail.com](mailto:registraroffice.mbts@gmail.com)). Application will not be processed if the any of the application documents is incomplete.
2. Completed Application Form.
3. All academic records (certificates and transcripts) beginning from university.
4. Approval in writing from the church / organization indicating support for the applicant’s studies, financial assistance (if any), and clearance of sufficient time to undertake the studies.
5. An essay of minimum ten pages typewritten and double-spaced, describing the student’s (a) view of Christian ministry, (b) goals for the program and (c) proposed area of specialization.
6. Application fee (non-refundable) of RM100 (Malaysia or developing countries) or USD100 (developed countries). Do not send cash; pay with either cheque or money order “Malaysia Baptist Theological Seminary”. Alternatively, you may bank-in the application fee and email the bank-in slip to the Registrar:

|  |  |
| --- | --- |
| International Banking  Bank: Malayan Banking Berhad  Account No.: 507 143 409 719  Bank Address: Tanjung Bungah Branch  2C Azuria Business Centre,  Jalan Lembah Permai, Tanjung Bungah,  11200 Pulau Pinang, Malaysia.  Beneficiary: Malaysia Baptist Theological Seminary  Swift Code Ref.: MBBEMYKL | Malaysia Banking  Bank: CIMB Bank Berhad  Account No.: 800 427 3936  Owner: Baptist Theological Seminary |

1. Processing an application may take up to 6 months, depending on the responses from referees and rate of obtaining all necessary documents. Hence, the applicant must complete the entrance exam during this period.
2. Obtain “Guide to Preparation for Entrance Exam” and arrange a date for the exam with Academic Office. The exam must be taken within 4 months from the date the Academic Office receives the Application Form.
3. While waiting for confirmation of admission into the program, applicant may register for a maximum of 2 courses within the one year of submission of Application Form. If this happens, applicant needs to pay a non-refundable annual student fee of RM200.00. The validity of this fee starts on the day the applicant registers a course.
4. Complete the entrance exam. An applicant may be asked to attend an interview with representatives from the Faculty as part of the admission process.
5. If the result is found satisfactory, an official letter of admission will be given to the applicant.

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**GRADUATE SCHOOL APPLICATION FORM (ENGLISH DEPT.)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Basic Information** *\* Remarks：Please mark* | | | | | | | | |  |
| i) | *Name* | | | | | | |  |
|  | Last / Family Name : | |  | | | | |  |
|  | First & Middle Name : | |  | | | | |  |
|  | Chinese (if applicable) : | |  | | | | |  |
| ii) | *Personal Information* | | | | | | | |
|  | Gender | | Male  Female | | | | |  |
|  | Date of Birth : | |  | | | | |  |
|  | I/C No. (Malaysian) : | |  | | | | |  |
|  | Passport No. (non-Malaysian) : | | |  | | Nationality : | |  | |
| iii) | *Contact* | | | | | | | | |
|  | Home Tel. : |  | | | Mobile Phone : | |  | | |
|  | Email Address: |  | | | | | | | |
|  | Address : |  | | | | | | | |
|  |  |  | | | | | | | |
| iv) | *Emergency Contact* | | | | | | | | |
|  | Name : |  | | | | | | | |
|  | Mobile Phone : |  | | | | | | | |
|  | Relationship : |  | | | | | | | |

**B. Type of Program**

|  |  |
| --- | --- |
| Doctor of Ministry | Master of Theology (Biblical Studies) |
| Doctor of Missiology |  |

**C. Family Background**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| i) | *Status* | Single  Married  Widowed | | | | | | |
|  |  | Separated  Divorced  Divorced & Remarried | | | | | | |
| iii) | *For Separated / Divorced / Divorced & Remarried* | | | | | | | |
|  | Date Separated / Divorced : | | |  | Date Remarried : | |  | |
|  | Reason for separation / divorce : | |  | | | | | |
|  |  | | | | | |
| iii) | *Spouse’s Information (For Married)* | | | | | | | |
|  | Name : |  | | | | | | |
|  | Mobile Phone : |  | | | | | | |
|  | Occupation : |  | | | | | | |
| v) | *Children’s Information* | | | | | | | |
|  | Name | | | | | Year of Birth | | Gender (M/F) |
| 1. |  | | | | |  | |  |
| 2. |  | | | | |  | |  |
| 3. |  | | | | |  | |  |
| 4. |  | | | | |  | |  |
| 5. |  | | | | |  | |  |

**D. Education Background (Tertiary Education Onward)** *\*Begin with latest*

|  |  |  |
| --- | --- | --- |
| Year of Study | Certificate / Qualification Obtained | Name of School / Institute |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |

**E. Secular Employment History** *\*Begin with latest*

|  |  |  |
| --- | --- | --- |
| Year of Service | Position | Name of Company |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |

**F. Vocational Religious Work History** *\*Begin with latest*

|  |  |  |
| --- | --- | --- |
| Year of Service | Position | Name of Organization |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |
| - |  |  |

**G. Personal Christian Experience**

*\* Remarks: On a separate sheet, describe your conversion and call to the ministry.*

|  |  |
| --- | --- |
| *Church which You Are a Member of* | |
| Name of Church : |  |
| Denomination : |  |
| Address : |  |
|  |  |
| Name of Pastor : |  |
| *Ministries / Activities* | |
| Position in Church : |  |
| Church / Christian organization ministries / activities involved in the last 2 years : | |
|  | |
|  | |
|  | |

**H. Financial Status**

|  |
| --- |
| Describe plans for financing your study : |
|  |
|  |

**J. References**

*\* Remarks: MBTS graduates within 5 years may skip this section.*

Please list 5 person who know you will (family members are not allowed, even if the person fulfils the listed criteria). Evaluation forms will be sent to the references via email.

Of the five:

1. Two faculty members of the seminary from which you graduated.
2. A Pastor / Church leader of the church where you are a member / serving.
3. A colleague in ministry.
4. A friend who knows you for more than 3 years (not in the categories mentioned above).

*Reference 1 (Faculty member)*

|  |  |
| --- | --- |
| Title  Mr.  Mrs.  Ms.  Rev.  Pr.  Dr.  Other (please specify) | |
| Name : |  |
| Address : |  |
|  |  |
| Email : |  |

*Reference 2 (Faculty member)*

|  |  |
| --- | --- |
| Title  Mr.  Mrs.  Ms.  Rev.  Pr.  Dr.  Other (please specify) | |
| Name : |  |
| Address : |  |
|  |  |
| Email : |  |

*Reference 3 (Pastor / Church leader)*

|  |  |
| --- | --- |
| Title  Mr.  Mrs.  Ms.  Rev.  Pr.  Dr.  Other (please specify) | |
| Name : |  |
| Address : |  |
|  |  |
| Email : |  |

*Reference 4 (Colleague in ministry)*

|  |  |
| --- | --- |
| Title  Mr.  Mrs.  Ms.  Rev.  Pr.  Dr.  Other (please specify) | |
| Name : |  |
| Address : |  |
|  |  |
| Email : |  |

*Reference 5 (Friend)*

|  |  |
| --- | --- |
| Title  Mr.  Mrs.  Ms.  Rev.  Pr.  Dr.  Other (please specify) | |
| Name : |  |
| Address : |  |
|  |  |
| Email : |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature  (Not required if by e-submission) |  |  | Date |  |