

Non-Degree Check List - General



Thank you for your interest in studying as a Non-Degree student at Trinity Lutheran Seminary. This check list will guide you through the steps required to begin coursework at Trinity.

Instructions for completing the Non-Degree Student Application.

- Please print in ink.
- Complete all sections of the brief application to the best of your ability. Use NA for items that do not apply. Items left blank may slow down the process.
- Please use the following check lists to determine what items need to be submitted to the Office of Admissions.
- Note: Normally, you must possess an undergraduate degree to take courses for credit.

If this is the first time you will be taking classes at Trinity as a Non-Degree Student, you should submit the following items:

- Non-Degree Student Application (front and back completed).
- Registration card for the course(s) you would like to take.
If you are applying to audit a class, please note that auditors are registered for courses on a space-available basis. The Registrar will notify you about the availability of the course you have selected.

If you have taken courses previously as a Non-Degree Student, the admissions committee needs to grant you permission to study as a Continuing Non-Degree Student. In addition to the two items listed above, please also submit:

- Brief statement of your learning/vocational goals.
Please submit a paragraph or two describing your plans for taking coursework at Trinity: what most excites you about your studies here? How do you think your coursework will affect your life, career, vocation or ministry? Are you planning to pursue one of Trinity's Non-Degree Certificates?
- Letter of recommendation.
Please request a brief Letter of Recommendation from your pastor or someone else unrelated to you who can speak to your ability to undertake additional graduate work.
- A copy of your transcript or undergraduate diploma
This does not need to be an official transcript.

Please return all documents to:
Trinity Lutheran Seminary
Office of Admissions
2199 East Main Street
Columbus, OH 43209

For additional assistance, please contact the Office of Admissions at admissions@TrinityLutheranSeminary.edu or 866.610.8571. Fax: 866.610.8572.