

# APPLICATION INSTRUCTION



## Westminster Theological College & Seminary Cambodia

Westminster Theological College & Seminary, Cambodia  
88 Phlov Lum, Sangkat Snor, Khan Kamboul  
Phnom Penh, Cambodia  
[www.westminstercambodia.org](http://www.westminstercambodia.org)  
092-620-021/ 017-450-042

## **ADMISSION PROCEDURE**

Westminster welcomes students from all denominations and backgrounds, and qualified students are admitted without regard to age, sex, color, race, citizenship, or ethnic origin.

Applications for admission to WTCS are accepted year-round, and you do not have to wait for the next semester or next academic year. However, it is recommended that the completed application be submitted well in advance of the beginning date of each semester so as to keep up with the class schedules which are offered at particular times only.

### **To be considered for admission:**

Complete the following and email it to the address shown below, or hand-deliver it to the WTCS office.

1. WTCS Application for Admission with a photograph attached
2. Two Personal Statements
  - a. Personal Statement 1: An essay about your spiritual experience, including your conversion, vision calling, and the reason why you have chosen to pursue your study at WTCS (250-500 words).
  - b. Personal Statement 2: An essay about your gifts for ministry, professional and vocational goals (250-500 words).
3. Official Transcripts
  - a. The college applicant: The Transcripts of High School you graduated from
  - b. The seminary applicant: College Transcripts (If you attended more than one college, include the transcripts from each college.)
4. Two References using the Forms
  - a. Pastoral Reference: This is to evaluate your spiritual fitness, and this should be completed by a pastor or an elder from the church where your member in good standing.
  - b. Academic/ Professional Reference: This is to evaluate your academic ability and the likelihood if you can successfully meet WTCS's academic requirements. If you were a seminary applicant, ask to complete a professor at the college under whom you completed the coursework.
5. After you have been provisionally accepted as a student at WTCS, the school will assess your English Language proficiency as follow:
  - a. An English Test for an evaluation of English language proficiency
  - b. An interview in English with the Academic Dean of the school

- c. It will be scheduled to get done on the same day at WTCS, taking approximately two hours at maximum.
- d. When the applicant meets all other requirements but his English proficiency, the student will get admission on probation and be put on the PELT course in English Language Program (ELP). See Catalogue pp. 34-35 for further detail.
- e. Only after we have received a satisfactory report of your English assessment test can you be fully accepted as a WTCS student.

If you do not receive a response from the school within three weeks, please contact us via email or phone.

Phone: 092-620-021  
Email: [info@westminstercambodia.org](mailto:info@westminstercambodia.org)  
Web: [www.WestminsterCambodia.org](http://www.WestminsterCambodia.org)

## International Students

Prospective international students are urged to start the application process at least six months prior to the semester at which they wish to start their study. In order for the applicant to obtain the visa for student (E-S) to Cambodia, he/ she must have final approval letter of admission as a full-time student, and must also supply certification that he/ she has financial resources adequate to provide for his/ her expenses while studying in Cambodia.

Please note that the regulations regarding the issuing of the student visa may change at any time. It is the student's responsibility to get necessary information through the local Cambodian Embassy/ Consulate or visit the appropriate website for forms and policies regarding the entrance to Cambodia as a student.

Students who come to study at WTCS must register and maintain a full-time status of 12 or more units per semester for a graduate program and 16 or more units per semester for an undergraduate program.



## EDUCATION

### Secondary Education

Name of School*	Location (City, Country)	Years Attended (from-to)	Remarks/ Diploma

### Postsecondary Education

Name of Institution*	Location (City, Country)	Years Attended (from-to)	Degree/Remarks

**\*Please submit with this application an official and complete transcript from the institutions that you attended.**

## EMPLOYMENT OR MINISTRY INFORMATION

Business/Ministry	Title/Position	Type of Work or Ministry	Years (from-to)

### References:

Two references (from persons who know you well) are required, one pastoral reference and one academic or professional reference. Use the form provided.

Pastoral Reference (name, address, phone, email) \_\_\_\_\_  
\_\_\_\_\_

Academic/Professional Reference (name, address, phone, email) \_\_\_\_\_  
\_\_\_\_\_

By my signature, I verify that the information provided on this application is true and complete. If admitted to WTCS, I hereby agree to abide by all the rules and regulations set forth by WTCS, particularly those articulated in the catalogue and student handbook.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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# PASTORAL REFERENCE

Name of Applicant \_\_\_\_\_

Name of Pastoral Reference \_\_\_\_\_

**INSTRUCTIONS TO REFERENCE:** Please fill in the following information and email it to WTCS office at [nfo@westminstercambodia.org](mailto:nfo@westminstercambodia.org). Or you may have the applicant bring it to the office in a sealed envelope. Thank you for your time and effort.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity and how well have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

3. What are the applicant's strengths and special abilities? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. List the areas in which you feel the applicant needs to grow. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What is your perception of the applicant's commitment to Christ and Christian living? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What is your perception of the applicant's personal motivation and call to Christian ministry?

\_\_\_\_\_

\_\_\_\_\_

7. Do you encourage the applicant to pursue ministry training? Why? In what way and to what extent is the church providing support to the applicant?

\_\_\_\_\_

\_\_\_\_\_

8. If you have any hesitations about this applicant's suitability for theological studies, please explain.

\_\_\_\_\_

\_\_\_\_\_

Below are some characteristics that could affect the applicant's success at WTCS. Evaluate the applicant by circling one of the following numbers next to EACH category (very weak=1, poor=2, average=3, good=4, strong=5, NO=not observed). Please answer with candor and to the best of your knowledge.

Characteristics	very weak	poor	average	good	strong	not observed
Commitment to Christ						
Overall Christian character						
Ability to accept criticism						
Academic ability						
Positive attitude toward others						
Humility, teachable						
Dependable, reliable						
Emotionally stable						
Begins work on his/her own						
Leadership						
Communication skills						
Physical health, energy level						
Marital relationship						
Servant attitude						
Honesty						
Ability to work in unity with others						

Please provide any other pertinent comments about the applicant on the space below.

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Signature of Pastor \_\_\_\_\_

Name (please print) \_\_\_\_\_

Church \_\_\_\_\_

Denomination \_\_\_\_\_

Position/ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_



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## ACADEMIC/ PROFESSIONAL REFERENCE

Name of Applicant \_\_\_\_\_

Name of Academic/ Professional Reference \_\_\_\_\_

**INSTRUCTIONS TO REFERENCE:** Please fill in the following information and email it to WTCS office at [nfo@westminstercambodia.org](mailto:nfo@westminstercambodia.org). Or you may have the applicant bring it to the office in a sealed envelope. Thank you for your time and effort.

1. How long have you known the applicant? In how many courses that you taught was he/ she enrolled? What type of course or courses?

\_\_\_\_\_

\_\_\_\_\_

2. Of the approximate number \_\_\_\_\_ of students you have taught in the last \_\_\_\_\_ (number of years, how would you rate the applicant's academic ability? Circle one:

Top 10%      Top 25%      2<sup>nd</sup> 25%      3<sup>rd</sup> 25%      Last 25%

3. In the academic work he/ she has done for you, how would you characterize him/ her. Please the number which describes the applicant or his/ her work, and only one description in each category.

**Reasoning Ability**

1. Independent/ discerning/ cogent
2. generally competent in evaluating evidence and inferences
3. uncritical/ illogical/ dependent/ prejudicial
4. not observed

**Research Work**

1. comprehensive/ thorough/ detailed
2. general but adequate
3. shallow
4. not observed

**Writing**

1. lucid and organized
2. understandable
3. obscure/ disorganized
4. not observed

**Preparation for Classes**

1. beyond the expected
2. the expected
3. less than the expected
4. not observed

**Attendance in Classes**

1. regular
2. occasional unexcused absence or miss
3. frequently absent
4. not observed



4. Please provide a brief evaluation of the applicant. We are interested in his/ her character, industry, intelligence or originality and any other pertinent information you may wish to provide.

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5. How would you rate his/ her potential for success in college or graduate level study, whichever the applicant plans to study?

Excellent                      Good                      Fair                      Poor

6. If you have any hesitations about this applicant's suitability for college or graduate level theological studies, please explain:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

School/ Institute \_\_\_\_\_

Department \_\_\_\_\_

Your position/ title \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_



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## STATEMENT OF FINANCIAL SUPPORT

The following information is to be submitted with the application form. Please supply all requested information as completely and promptly as possible. Please refer to the ESTIMATED COST OF ATTENDANCE document as needed.

Name of the Applicant \_\_\_\_\_

### Estimated Expenses

Tuition and fees	
Room and board	
Personal expenses	
Other expenses (specify below especially when your family come with you.)	
Other expenses (specify):	
Other expenses (specify):	
Total expenses	

### Means of Support

Personal funds	
Other sources (specify):	
Other sources (specify):	
Other sources (specify):	
Total means of Support (not including WTCS assistance)	

### Certification

I certify that the above amounts are accurate and that I/ we guarantee to provide support for the applicant for this amount: \$ \_\_\_\_\_

Name of supporter \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



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### ESTIMATED COST OF ATTENDANCE

The following figures are provided to applicants in order for them to complete the Statement of Support, which must be completed and certified by the applicant and his/ her guarantor.

The figures below are based on the average expenses in US dollars incurred by students at WTCS, and it is subject to change each academic year.

For a single full-time student living in dormitory:

	<u>Fall Semester</u>	<u>Spring Semester</u>
Tuition and fees	750.00	750.00
Room and board	450.00	450.00
Personal expenses <sup>1</sup>	as needed	as needed
Medical expenses	as needed	as needed
<b>Total</b>	<b>1,200.00<sup>2</sup></b>	<b>1,200.00<sup>2</sup></b>

<sup>1</sup> Any money that the student spends personally while studying on campus such as the costs for transportation to and from the school, personal textbooks, supplies for study, daily personal necessities, entertainments, snacks, etc. The amount depends on the student's budget and affordability.

<sup>2</sup> WTCS offers all enrolled students Westminster Scholarship and the total amount of the Scholarship is \$900 out of \$1200 per semester and \$1800 out of \$2400 per academic year. When the new semester starts, every student is to pay his/ her share of \$300, the remaining balance. This is equally applied to all students living on- or off- campus. Westminster Scholarship is a combination of Grant and Work-Study Program. You receive the benefit of scholarship for your study out of grace and you express your gratitude with your joyful service of six hours per week for school and when called upon.

For a married student:

WTCS offers a housing for married couples near the school campus. It is located about one kilometer away from the school. The housing is for married couples with no children, and the couple get the highest priority if both are students. The couples have separate bedroom but are to share a communal kitchen with other couples, and there will be a flat fee for basic utilities.

School does not provide with housing for a married student with family (children). A married student must add some additional costs for off-campus living if the spouse and children come along. The final costs will depend on the economic level at which the student chooses to live.