Certified PDF – Mac Viewing Guide

DENVER SEMINARY

Please review this information if you are attempting to access this document with any Mac device.

All Macs have a built-in PDF viewer called "Preview.app". While Preview is an excellent application for viewing files, it will not correctly transmit information intended for a PDF document that has been certified with a digital signature or other security features**. These documents must be opened with Adobe Reader or Acrobat in order for you to complete the forms.** Please follow these instructions to ensure that you have accessed and saved the PDF document correctly.

FOR THOSE WITH ADOBE READER (OR ACROBAT) ALREADY INSTALLED:
1. <u>**APPLICANTS:**</u> If Adobe Reader is not set as your default PDF application viewer, you will need to control-click (right-click) the attachment, choose "Open With", and select the Adobe Reader application. If Adobe is your default PDF application viewer, you may click on any of the supplemental reference forms, fill out Section 1, and save to your computer. The document should save as an "Adobe PDF" file. If not, you may not have Adobe Reader installed. Please follow the installation instructions below. After you have saved the document, please email as an attachment to your recommenders.

2. <u>**RECOMMENDERS:**</u> If Adobe Reader is not set as your default PDF application viewer, you will need to control-click (right-click) the attachment, choose "Open With", and select the Adobe Reader application. Open the email attachment, complete Section 2, and save to your computer as an "Adobe PDF" file. Email the completed form to admissions@denverseminary.edu.

FOR THOSE WITHOUT ADOBE:
3. **Download and install Adobe Reader.** If you do not have Adobe Reader installed, you may download a free version from Adobe at http://get.adobe.com/reader. Follow the instructions to install Adobe Reader, which includes an initial "launch" before the program is accessible. During the initial "launch", you will be prompted to set Adobe Reader as your default PDF application viewer. Please select "yes".

4. **Follow either Step 1 or Step 2 above to complete the process.**

How to Apply:

Online:

1) Visit www.denverseminary.edu
2) Scroll down to *Apply Today.*
3) Submit *Step 1* to begin the application
4) Complete remaining *Steps 2-5* and the supplemental documents from *Step 6*.

Print and Mail Application:

1) If you would prefer our paper application, please contact your Admissions Counselor.
2) Send completed application along with your $45 application fee to Denver Seminary Admissions.

Checklist for Applicants (please see specific deadlines below):

❏ A non-refundable application fee of $45 is required to cover the cost of processing the application materials received
❏ Complete Student Application for Admission
❏ Signed Statement of Faith
❏ Spiritual Journey Essay
❏ Application for Major or Specialization (not applicable for applicants to all DMin or MDiv w/No Concentration)
❏ Spouse's Statement (if married or engaged)
❏ Church Endorsement
❏ Four references (References can be from a pastor, professor, layperson or friend. At least one must be from a pastor. They should have known you for a year, and should not be related to you.)
❏ Divorce Statement (if applicable)
❏ Official transcripts from every college or university where 16 or more credits were taken.
  This must be sent directly from the school in sealed envelopes to Denver Seminary (see address below).
❏ Ministry Resume (*DMin Students only*)

International Students:

International students will need the following in addition to the above:

❏ Organizational Partner Endorsement
❏ Official transcripts must be accompanied by certified English translations
❏ Applicants whose native language is not English must submit official scores from the Test of English as a Foreign Language (TOEFL, international edition)
❏ Complete both sides of the Financial Verification Form/Support List; provide original bank letters showing cash availability from you and each sponsor, and provide support letters from each sponsor. No photocopies will be accepted.
❏ If interested in the International Student Scholarship, please submit the completed form

DEADLINES:

Applications:

Fall Admission – applicants are encouraged to apply up until the start of classes
  *International Students - March 15
Spring Admission – applicants are encouraged to apply up until the start of classes
  *International Students - August 15

Scholarships (Must be accepted to apply for scholarships):

Fall – April 1
  *Kern Scholarship deadline is March 1 (available to Fall applicants only)
Spring – November 1