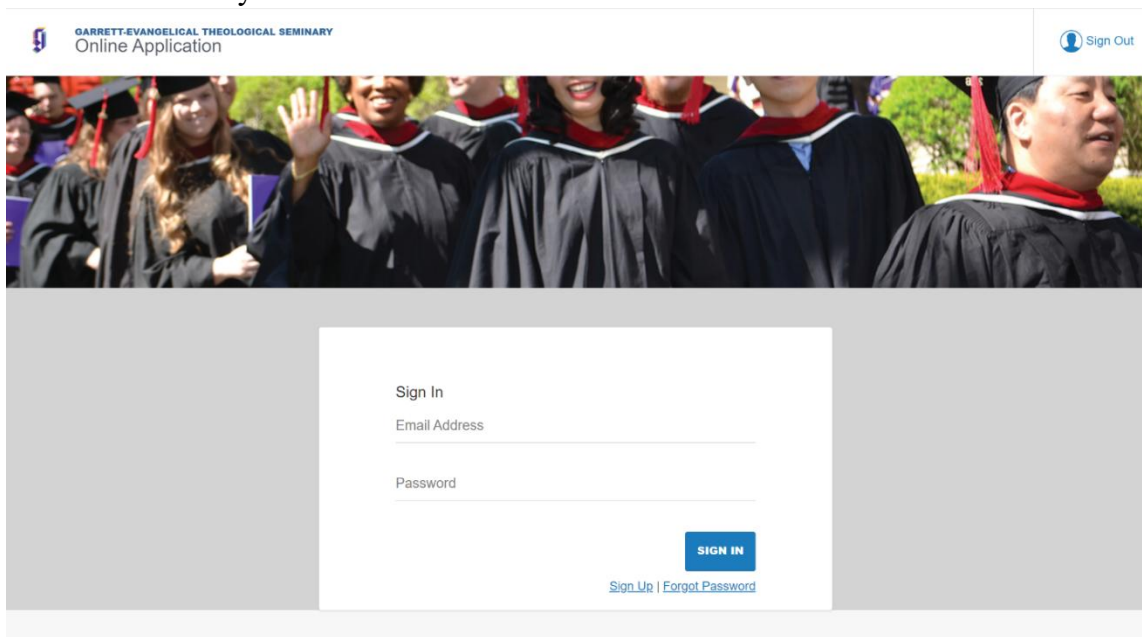


Course of Study (COS)/ Escuela del Curso de Estudio (ECE) Application Instructions

[Click on this link](#) to access the online application portal.

Once you have linked an email and created a password, you will be able to login and logout of your application whenever you like via this home page. This includes Course of Study applications in future years.

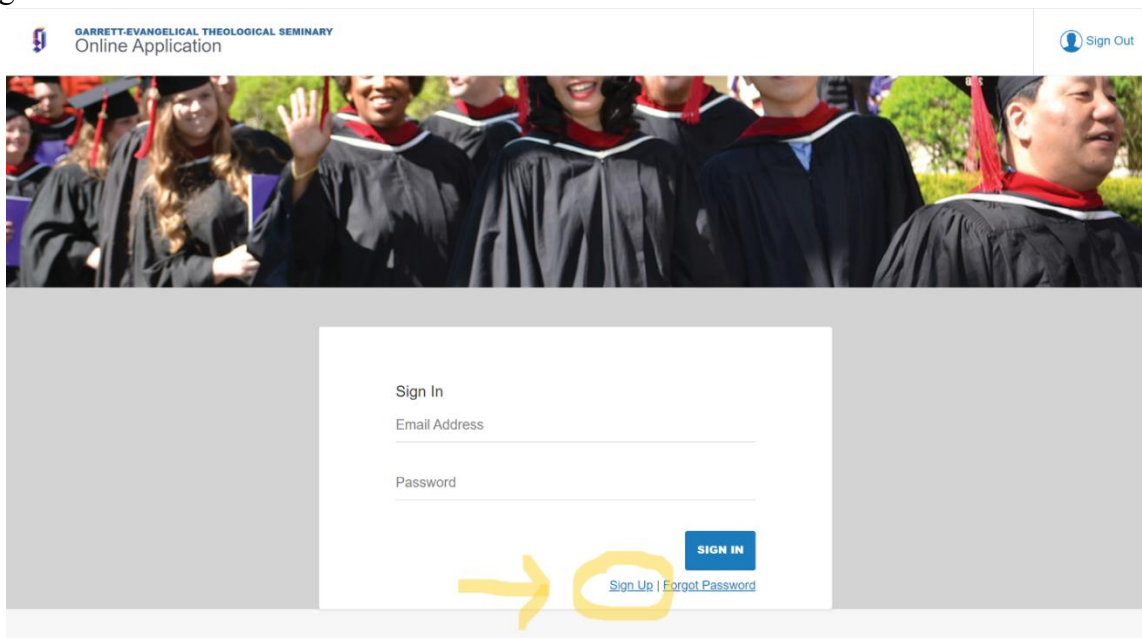


The screenshot shows the top of the application portal. At the top left is the logo and text "GARRETT-EVANGELICAL THEOLOGICAL SEMINARY Online Application". At the top right is a "Sign Out" link with a user icon. Below the header is a banner image of graduates in black gowns and red stoles. In the center is a white sign-in box with the following fields:

- Sign In
- Email Address
- Password

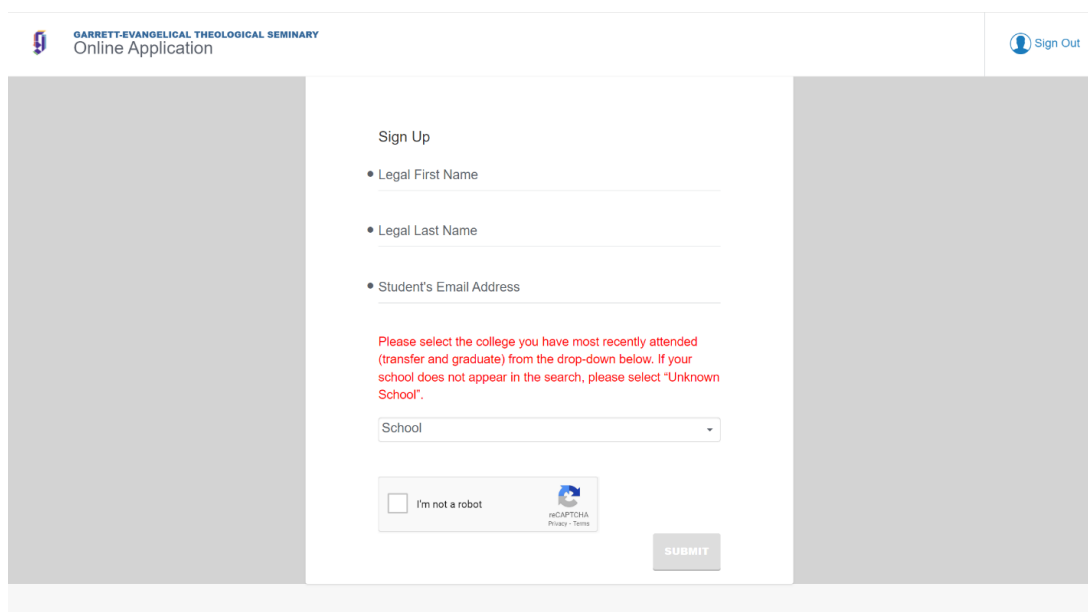
Below the password field is a blue "SIGN IN" button. At the bottom of the sign-in box are two links: [Sign Up](#) and [Forgot Password](#).

To create your application login for the first time, click the “Sign Up” link right below the blue “Sign In” button.



This screenshot is identical to the one above, but with a yellow arrow pointing to the [Sign Up](#) link at the bottom of the sign-in box.

Fill out the information and click “Submit” to create your application login. Please take note of the information you entered, especially your email, since that is what you will use to login to your application portal every time.

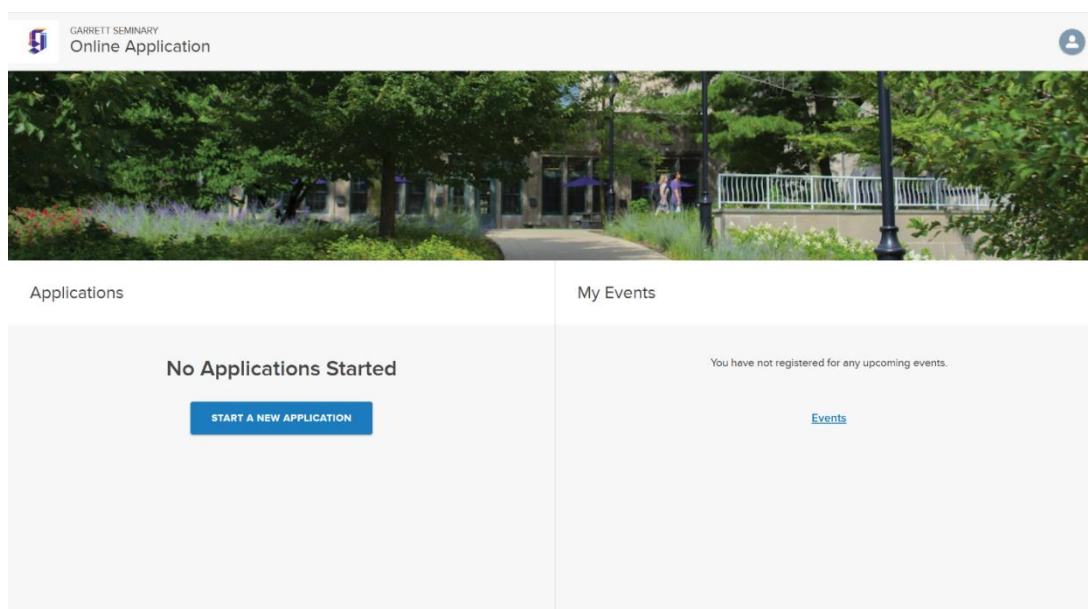


The screenshot shows the 'Sign Up' page of the Garrett-Evangelical Theological Seminary Online Application portal. The header includes the seminary's logo and name, and a 'Sign Out' link. The form fields are: 'Legal First Name', 'Legal Last Name', 'Student's Email Address', and a 'School' dropdown menu. A red instruction states: 'Please select the college you have most recently attended (transfer and graduate) from the drop-down below. If your school does not appear in the search, please select "Unknown School".' Below the dropdown is a CAPTCHA section with the text 'I'm not a robot' and a 'SUBMIT' button.

Once you click “Submit,” an email will arrive in your inbox with instructions for creating your password. Once you have created your password, you will be able to login and start your application. (If you do not see the email in your inbox, be sure to double check your spam/junk folder).

Now that you have logged into your application, you can get started.

Whenever you login, you will be taken to your “Dashboard” home screen. The first time that you enter, you will click the “Start a New Application” button to officially start your application.



When you login in the future, your dashboard will reflect your application progress and allow you to pick-up wherever you left-off.

You are now in the application itself. At any time during the application process, you can save and review what you have completed so far by clicking the “Review Application” button. After saving and reviewing, you can continue the application, or you can exit the application and return to it later.

Garrett Evangelical Theological Seminary

Sign Out REVIEW APPLICATION

Academic Plans

• Program
Course of Study

Please indicate if you believe you need, or if you have had, academic or workplace accommodations (for disability or health conditions) in the last five years. This information will be shared with the disability services coordinator. Explain (if any) and please provide dates:

CONTINUE

The first section of the application is the “Academic Plans” section. Here you will select the program “Course of Study” from the drop-down menu. Then complete the optional box for any academic accommodations. When finished, click the blue “Continue” button to move on.

Garrett Evangelical Theological Seminary

Sign Out REVIEW APPLICATION

Academic Plans

• Program
Course of Study

Please indicate if you believe you need, or if you have had, academic or workplace accommodations (for disability or health conditions) in the last five years. This information will be shared with the disability services coordinator. Explain (if any) and please provide dates:

CONTINUE

The second section of the application is the “Candidate Information (required)” section. Please fill out all your candidate information and then click the blue “Continue” button to move on.

GARRETT EVANGELICAL THEOLOGICAL SEMINARY

[Sign Out](#)
[REVIEW APPLICATION](#)

Candidate Information (required)
• • REQUIRED

Salutation

Please select an option

First Name

Grant

Middle Name

Last Name

Testaccount

Birth/Maiden Name

• Preferred Name

Suffix

Please select an option

• Birthdate (MM/DD/YYYY)

Month

Day

Year

GARRETT EVANGELICAL THEOLOGICAL SEMINARY

[Sign Out](#)
[REVIEW APPLICATION](#)

Candidate Information (required)
• • REQUIRED

• Preferred Name

Suffix

Please select an option

• Birthdate (MM/DD/YYYY)

Month

Day

Year

Which of the following referral/information sources was most influential in your decision to apply to Garrett?

Please select an option

If applicable, please share with us the name of the person or event/advertisement you are referring to in the question above.

[CONTINUE](#)

The third section of the application is the “Optional Personal Data” section. Please fill out the optional biographic information and then click the blue “Continue” button to move on.

The screenshot displays the 'Optional Personal Data' section of an application form for Garrett Evangelical Theological Seminary. The interface includes a header with the seminary's name, a 'Sign Out' link, and a 'REVIEW APPLICATION' button. A sidebar on the left shows a progress indicator with a green dot on the current step. The form fields are as follows:

- Gender:** Please select an option (dropdown menu)
- Pronouns:** Please select an option (dropdown menu)
- Legal Sex - for federal reporting purposes only:** Please select an option (dropdown menu)
- Religious Affiliation:** None/Unknown (dropdown menu)
- Ethnicity:** Please select an option (dropdown menu)
- Race (choose all that apply):**
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian/Other Pacific Islander

A 'CONTINUE' button is located at the bottom right of the form.

<

GARRETT EVANGELICAL THEOLOGICAL SEMINARY

Sign Out

REVIEW APPLICATION

≡

Address Information

** REQUIRED

A

• Preferred Phone
Please select an option

Mailing Address

Country

My mailing address and permanent address are the same.
☐

Alternate Address

Country

Alternate Address Start Date
MonthDayYearX

<

GARRETT EVANGELICAL THEOLOGICAL SEMINARY

Sign Out

REVIEW APPLICATION

≡

Address Information

** REQUIRED

A

My mailing address and permanent address are the same.
☐

Alternate Address

Country

Alternate Address Start Date
MonthDayYearX

Alternate Address End Date
MonthDayYearX

Please complete the missing fields.

CONTINUE

The fifth section of the application is the “Church Information” section. Please fill out the information for your Church and then click the blue “Continue” button to move on.

The screenshot shows the 'Church Information' section of the application. The header includes the Garrett Evangelical Theological Seminary logo and name, a 'Sign Out' link, and a 'REVIEW APPLICATION' button. The main content area is titled 'Church Information' and contains a form with the following fields:

- Congregation Name**: A text input field.
- Congregation Location (City, State)**: A text input field.
- Are you seeking/planning to seek ordination?**: A dropdown menu with the text 'Please select an option' and a downward arrow.

A blue 'CONTINUE' button is located at the bottom right of the form. A vertical sidebar on the left shows a progress indicator with a green dot for the current step. A legend in the top right corner indicates that an asterisk (*) denotes required information.

The sixth section of the application is the “Required Information” section. Please fill out the required information.

You will need to download the linked “Financial Responsibility” form and complete it with your District Superintendent. Once the form is complete, please upload it into the application.

Please leave the “Garrett Student ID #” field blank on your “Financial Responsibility” form since you will not get that until later.

Once you have completed these steps, please click the blue “Continue” button to move on.

The seventh section of the application is the “Licensing Certificate” section. Here you will upload your certification of completion of licensing school or your current License for Pastoral Ministry document.

Once you have uploaded one of these documents, please click the blue “Continue” button to move on.

The screenshot shows the 'Licensing Certificate' section of the application. At the top, there is a navigation bar with a back arrow, the Garrett Evangelical Theological Seminary logo, and links for 'Sign Out' and 'REVIEW APPLICATION'. Below the navigation bar is a sidebar with a hamburger menu and a vertical progress indicator. The main content area is titled 'Licensing Certificate' and includes a note that this field is required. The central instruction states: 'Please upload your certification of completion of licensing school or your current License for Pastoral Ministry'. Below this, there is an 'Attachment' section showing 'No file selected' with a red error message 'This field is required.' and a blue '+ ADD ATTACHMENT' button. A blue 'CONTINUE' button is located at the bottom right of the form area.

The eighth section of the application is the “Recommendation COS” section. In this section, you will list the name and contact information for both your (1) District Superintendent and (2) Local Pastor Registrar. Please ensure that the contact information is correct otherwise this will stall your application from moving forward.

When you have correctly entered their contact information and click the blue “Continue” button to move on, instructions will be sent to the (1) District Superintendent and (2) Local Pastor Registrar for what they need to submit to Garrett to finalize your application. While this process is automated, we still encourage you to reach out to your (1) District Superintendent and (2) Local Pastor Registrar to ensure that they received the links as they sometimes end up in spam/junk folders.

Garrett Evangelical Theological Seminary

Sign Out

REVIEW APPLICATION

Recommendation COS

== REQUIRED

CHANGE RECOMMENDER

Please supply the name and email address for your district superintendent and local pastor registrar. Upon clicking "continue" or saving this form, an email will be sent to each of them requesting that they recommend you for attendance at Course of Study or Licensing School.

Type

District Superintendent

First Name

Last Name

Email

ADD RECOMMENDATION COS

Please complete the missing fields.

CONTINUE

Garrett Evangelical Theological Seminary

Sign Out

REVIEW APPLICATION

Recommendation COS

== REQUIRED

Type

Local Pastor Registrar

First Name

Last Name

Email

ADD RECOMMENDATION COS

Please complete the missing fields.

CONTINUE

The ninth section of the application is the “Additional Information” section. This section is optional. Please fill out any additional information that you think would be relevant to your application. When you are done, you are ready to click the “Review Application” button and do a final review of your application before submitting it.

Garrett Evangelical Theological Seminary

Sign Out REVIEW APPLICATION

Additional Information

Please provide any additional information you would like us to know. If you were unable to fit an answer in the space provided, indicate the question and complete your answer here.

Additional Information

+ ADD ADDITIONAL INFORMATION

REVIEW APPLICATION

Once you click the “Review Application” button, you will have the opportunity to look over all the pieces of the application. Please note that the highest percentage of completion that will show on your dashboard is 99%. To fully complete the application, you need to click the blue “Submit Your Application” button and pay the \$45 application fee.

Garrett Evangelical Theological Seminary

Review Your Application

Sign Out

Academic Plans

EDIT

Program

Course of Study

Please indicate if you believe you need, or if you have had, academic or workplace accommodations (for disability or health conditions) in the last five years. This information will be shared with the disability services coordinator. Explain (if any) and please provide dates.

Candidate Information (required)

EDIT

Salutation

Mr.

First Name

Grant

Middle Name

99% COMPLETE

SUBMIT YOUR APPLICATION

Once you have submitted your application and paid the \$45 application fee, your application dashboard will read “100% complete.”

However, there are still five materials that may need to be submitted for your application to be finished and for you to register for classes:

1. Completed “Financial Responsibility” Form.
2. “Transcripts” of your highest level of education and any previous Course of Study courses.
3. An official “Licensing Certificate.”
4. “District Superintendent Approval:” Your DS needs to follow the email link to approve your participation in COS.
5. “Local Pastor Registrar Approval:” Your LPR needs to follow the email link to approve your participation in COS.

You are welcome to submit materials 1-3 to us directly via our cos@garrett.edu. Please send reminders to your DS and LPR to fill out the recommendation forms and to double check that the email did not go to their spam folder. If you would like us to resend the recommendation link, please let us know. If you end up needing to change a recommender, you can make those changes within the portal at any time.

Once all materials have been received and processed, you will receive instructions to register for classes.

If you have any questions in the meantime, please do not hesitate to reach out to us at cos@garrett.edu