



STUDENT ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

EAST considers each applicant's qualifications in these areas:

- Maturity (personal, social, and spiritual)
- Ministry experience
- Leadership ability
- Academic ability
- Academic entry requirement

ACADEMIC ENTRY REQUIREMENT (SEE ACADEMIC TRACKS)

- A bachelor's degree from an accredited or recognized university or college for admission to a master's program or graduate certificate program
- An A-level certificate or diploma from a recognized tertiary institution for admission to Bachelor of Arts in Christian Ministry

APPLICATION PROCEDURE

All applicants please send a completed application form to:

The Admissions Office,
East Asia School of Theology,
1 Dorset Road, Singapore 219486.

Tel: (65) 62919744

Fax: (65) 62995040

Email: admissions@east.edu.sg

Website: <http://www.east.edu.sg>

ADDITIONAL REQUIREMENTS

(INTERNATIONAL APPLICANTS)

- **PROFICIENCY IN THE ENGLISH LANGUAGE**

Students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL) or a comparable test of English proficiency prior to acceptance. It is the responsibility of the applicant to take the test and arrange for the scores to be sent to EAST, Office of Admissions. For admission to a degree program, EAST requires a TOEFL score of not less than 76 on the Internet-Based Test (IBT) or 207 on the Computer-Based Test (CBT) or 540 overall or 53 minimum on each of the 3 sections of the Paper-Based Test (PBT).

- **FINANCIAL GUARANTEES**

Proof of financial support from a sponsoring church (letter of sponsorship) or individual (bank statement) must be produced. The school provides an estimate of education and living expenses for international applicants.



SUBMISSION

The following must be submitted along with the completed set of application forms:

- **PHOTOGRAPHS**
Paste one recent passport sized photograph on the right hand corner of the application form and submit another copy of the same photograph.
- **DOCUMENTS OF IDENTIFICATION**
Submit a photocopy of the NRIC for Singaporeans and passport for international students.
- **APPLICATION FEE**
Applicants must pay a non-refundable application fee of S\$60 or US\$45 for each degree or certificate program. Cheques, money orders or drafts should be payable to "East Asia School of Theology."
- **BIOGRAPHICAL SUMMARY**
This should cover conversion, call, ministry experience, and reasons for pursuing theological education at EAST.





- **OFFICIAL TRANSCRIPTS AND CERTIFICATES**

This includes all transcripts and certificates earned from educational institutes beyond secondary or high school ('O' level). It is preferable that the applicant's previous schools send the original transcripts directly to EAST or that the originals be brought to EAST for verification.

- **CHARACTER REFERENCES**

Four referees are required. These should include a pastor or church leader who knows the applicant well, and a direct supervisor if the student is in a vocational ministry position. The other three referees may include a friend, professor, colleague, or a former employer who knows the applicant well. Spouses and relatives are not acceptable as referees. The applicant should give the form, together with a stamped envelope addressed to EAST, to their referees. The referees should send the completed forms directly to EAST (not to the applicant) in a sealed envelope.

NOTE:

The Admissions Office will not consider applications that do not have all the required documents.

All applications (with application fee and accompanying documents) must reach EAST four months before the start of the quarter for international students, and three months for local students.

The admission process normally takes four to eight weeks after all the required documents are received.



ACCEPTANCE PROCEDURES

1. Upon receiving the letter of offer, the student needs to send the school an acceptance fee of S\$50 or US\$40 (non-refundable) as acknowledgement of their acceptance of the offer within 21 days. This fee will be credited to the tuition fees when he or she registers for classes.

International students need to submit this fee with their completed student pass application forms (which may be downloaded from www.ica.gov.sg).

The prospective student needs to submit the following to EAST:

- One original copy of each of the Forms 16, V36, V39S
- Passport pages showing full particulars including passport expiry date (photocopy)
- Birth certificate (notarized and translated, if not in English)
- Marriage certificate if the student is married (notarized and translated, if not in English)
- Educational certificates and transcripts (notarized and translated, if not in English)

NOTE: *Both notarized and translated Birth Certificates, Marriage Certificate, and educational certificates must be submitted.*

2. The student pass application forms must be returned properly filled and signed. The school will not process incomplete forms or documents. It is an offence under the Immigration Act to submit false statements, representations or declarations.

NOTE: *Children of student pass holders may apply to attend local schools.*

3. EAST will e-submit the completed student pass application to the Immigration Checkpoint Authority (ICA) on behalf of the prospective students via the SOLAR+ system. It takes the ICA 4 to 8 weeks to process the application.
4. EAST will liaise with the prospective student on e-payment of \$30 processing fee to ICA. When the student pass is approved, the Admissions Office will notify the new student to come to Singapore as soon as possible.

NOTE: *The new student must bring with him or her all original documents to be presented to the ICA for verification.*



HOUSING

International students are encouraged to arrive early to obtain the student pass, secure housing, and settle in Singapore before classes begin.

On-campus housing is not provided. Notices of available housing, however, are posted at the notice boards on levels 3 and 4 of the school building and in the library. The Admissions Officer and the Student Council will assist first-year international students to look for accommodation.

ORIENTATION AND REGISTRATION

There is an orientation program just before the start of the new academic year. This is compulsory for all students and is designed to help them become acquainted with the various aspects of school life.

Special workshops are conducted to assist international students in their cross-cultural adjustments. Bonding activities are organized to help new students, returning students, staff, and faculty get to know one another.

Upon acceptance into a study program, new students will receive information for class registration and the Student Handbook during Orientation.



MEDICAL INSURANCE

(FOR INTERNATIONAL STUDENTS)

International students (and their spouses and children) are required to have health insurance policy that covers their medical care in Singapore, such as hospitalization and surgical expenses. This is to ensure that they will receive financial assistance should an accident or illness happen to them and their family.

An international student who does not have an insurance or health policy, or has an insurance or health policy that does not provide for hospitalization and surgery needs in Singapore must register for the Hospital and Surgical Policy offered by EAST. A Health Insurance Registration form is obtainable from the Admissions Officer or the Registrar's Office.

An international student who already has an insurance or health policy that provides for hospitalization and surgery needs in Singapore may choose to opt out of EAST's Hospital and Surgical Policy by signing the Health Insurance Waiver form. The student needs to, however, submit a photocopy of his or her insurance or health policy details to the Registrar Assistant.

EAST's health insurance policy for international students is offered through Singapore Campus Crusade for Christ's corporate Hospital and Surgical Policy. Students may choose one of the three plans offered:

- An **INDIVIDUAL PLAN** applicable for a single or individual student
- A **COUPLE'S PLAN** applicable for a student and his or her spouse only
- A **FAMILY PLAN** applicable for a student, his or her spouse, and their children

The estimated annual premiums of each of these plans are in the Health Insurance Registration form.





International students must have the amount needed for their insurance plan before they arrive in Singapore. They need to make payment for their health insurance to the Accounts Executive immediately upon acceptance into their program and at the start of each new academic year. International students are advised to budget for their annual health insurance premium as part of their living expenses when they plan for their studies.

TRAVEL INSURANCE

Local and international students who plan to travel out of Singapore for internship or study trips must purchase travel insurance. This is the personal responsibility of all students. In cases where a group trip is organized, the leader may look into securing travel insurance on behalf of the group.

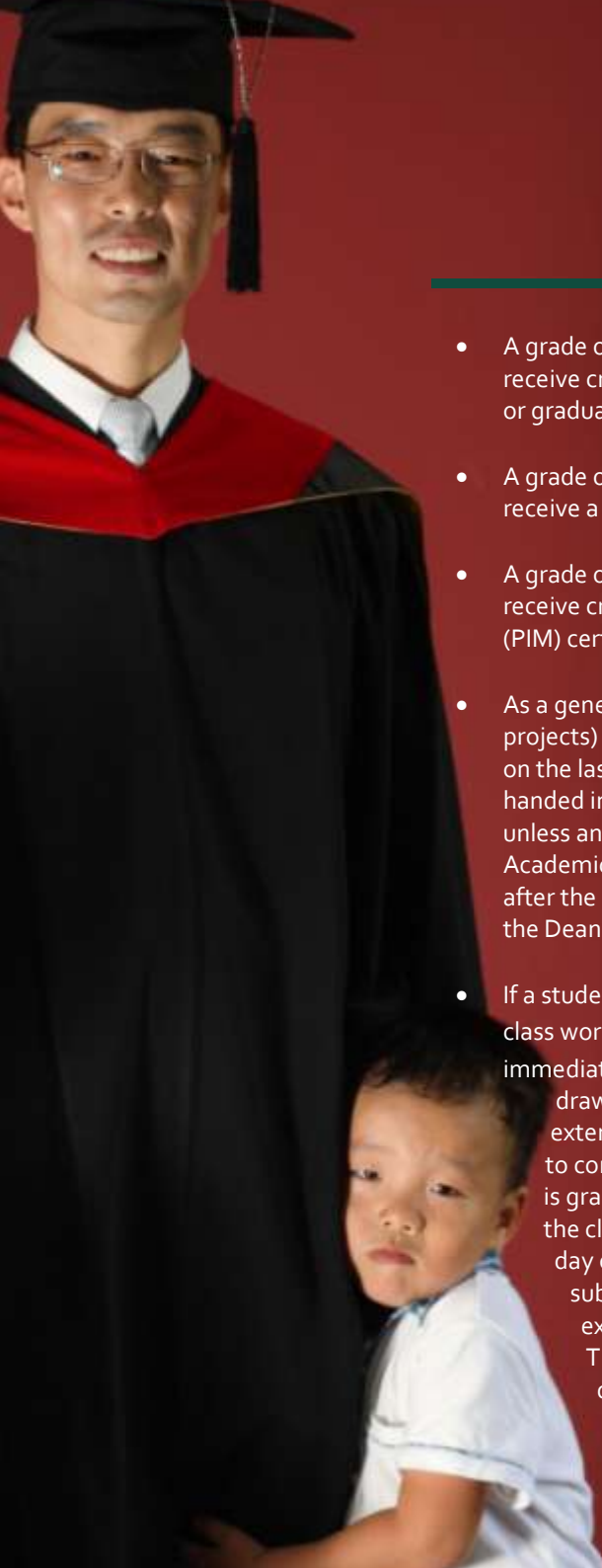
ACADEMIC MATTERS

GRADING SYSTEM

Students will receive a grade for each class taken for credit.
The grades are as follows:

APPROXIMATE EQUIVALENT PERCENTAGE	GRADE	GRADE POINT	REMARKS
97-100%	A+	4.0	Exceptional
93-96%	A	4.0	Excellent
90-92%	A-	3.7	Good
87-89%	B+	3.3	
83-86%	B	3.0	
80-82%	B-	2.7	
77-79%	C+	2.3	Fair
73-76%	C	2.0	
70-72%	C-	1.7	
67-69%	D+	1.3	Poor
63-66%	D	1.0	
60-62%	D-	0.7	
59% & below	F	0	Failure
-	S	-	Credit (degree & grad cert)
-	P	-	Credit (non-degree & cert)
-	NC	-	No Credit
-	w	-	Withdrawn

Class credits are based on the quarter credit-hour system. Each credit hour represents approximately 10 hours of classroom work and 15-20 hours of homework and out-of-classroom involvement. Classes are either 2 or 4 credits. Many classes also involve application in ministry situations as part of the out-of-classroom involvement. Internships are 3 credits each.



- A grade of at least a C- or S is necessary to receive credit towards a master's degree or graduate certificate.
- A grade of at least a D- or S is necessary to receive a credit towards a bachelor's degree.
- A grade of at least a D-, S, or P is necessary to receive credit towards a Partners in Ministry (PIM) certificate.
- As a general rule, all class work (papers, exams, projects) should have been submitted by noon on the last day of final exams. Class work not handed in by that deadline will receive a zero unless an extension is granted by the Dean of Academics. Student requests for an extension after the deadline must be made in writing to the Dean of Academics.
- If a student is unable to complete his or her class work due to death or sickness in the immediate family, he or she should withdraw from the class or request for an extension from the Dean of Academics to complete the class. If an extension is granted, the student must make up the class work within 30 days of the last day of final exams. Any class work not submitted by the end of the extension period will receive a zero. The final grade will then be determined. Receiving a zero for an assignment may mean a grade of "F" for the class.

TIME LIMITS ON DEGREE PROGRAMS

- Seven years for the Master of Divinity degree
- Five years for a Master of Arts or Bachelor of Christian Ministry degree
- Five years for the Graduate Certificate

The time limit starts from the date the student begins studies at EAST, upon acceptance into the respective degree programs.

A student may apply for a leave of absence from his or her program. The school may grant a leave of absence for a total of two years to an MDiv student and one year for an MA and BA student.

Students desiring to complete their programs of studies within the stipulated time (see individual program description) should follow the sequence of classes offered by the school.

CLASS ASSIGNMENTS

On average, a student is expected to spend approximately 1½ to 2 hours on homework assignments for each hour spent in class.



ACADEMIC STATUS

To graduate from any master's degree or graduate certificate program, a student must obtain a cumulative Grade Point Average (GPA) of 2.5 or higher. For a bachelor's degree program, a student must obtain a GPA of 2.25 or higher.

Students are placed on academic probation when their cumulative average falls below the required GPA. Any student whose GPA falls below 2.0 for any quarter will be asked to leave the program.

Students will remain in good standing with the school if they conduct themselves with spiritual and moral integrity, maintain the required GPA, and meet their financial obligations to the school. The administration reserves the right to dismiss any student whose academic, spiritual, moral, or financial integrity is unsatisfactory.

In order to graduate, a student must have completed all of the requirements for graduation. Graduation will be held at the end of the academic year.



VALIDATION AND ADVANCED STANDING

A student may validate one or more classes. Validation involves *taking a test* to determine possible previous mastery of a particular class material. If successful, the student will take elective classes in the area in which he or she validated. A student may receive advanced standing, which occurs when he or she has obtained mastery of class content of a specific course. This is *verified by* the Dean of Academics. In this case, as with validation, the student is exempt from a particular class and takes another class in its place.

STUDENT STATUS

Students who are not officially accepted into a program are considered visiting students. They may be auditing or taking classes for credit. Program students should take a minimum of 18 credits per year (or an average of 6 credits per quarter) in order to complete their degree program within the specified time period. This does not include Field Practicum and Internship.

Visiting students may earn a maximum of 20 credits with a passing grade. Once they have accumulated 20 credits, they are required to apply to a degree or graduate certificate program in order to continue taking classes for credit. Visiting students with 20 earned credits who do not apply for a program may audit classes.

International students with student passes need to register for at least 10 credits per quarter (except for the final quarter of their stay in Singapore) in order to validate their student passes. Students who are not able to comply with this need to obtain prior permission from the Registrar.





TRANSFER OF CREDIT

Transfer of credit may be accepted from other graduate level institutions of recognized standing where work parallels that of classes in the EAST curriculum, or where classes legitimately fit into one of the EAST degree programs.

Transfer of credit is determined by the Dean of Academics. No class with a grade lower than "B-" or GPA 2.7 will be transferred. Transferred credits having fewer hours than EAST classes will be given the value at which the classes were taken, but those having more hours than EAST classes will be given the value at which EAST offers them.

A student may transfer up to a maximum of 50% of the total credits of the program for which he or she is applying. The student's final GPA at EAST will not include transferred credits except those from the other accredited schools in the International Leadership Consortium. Credits must have been earned within 10 years prior to enrolment into any program. In order to transfer credit, an official transcript must be sent to the Registrar directly from the institution where the student received previous graduate credit. The student may also be required to provide a catalogue, syllabus, or class notes from the previous institution if deemed necessary. Credit will not be accepted if a student has been dismissed from an institution.