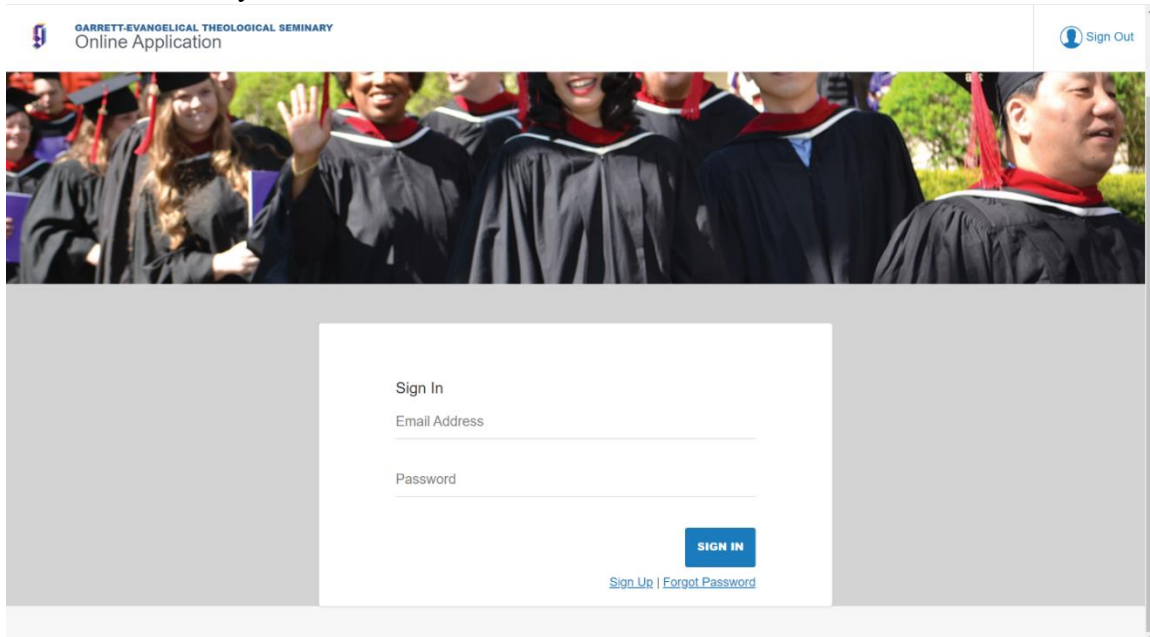


## Course of Study (COS)/ Escuela del Curso de Estudio (ECE) Application Instructions

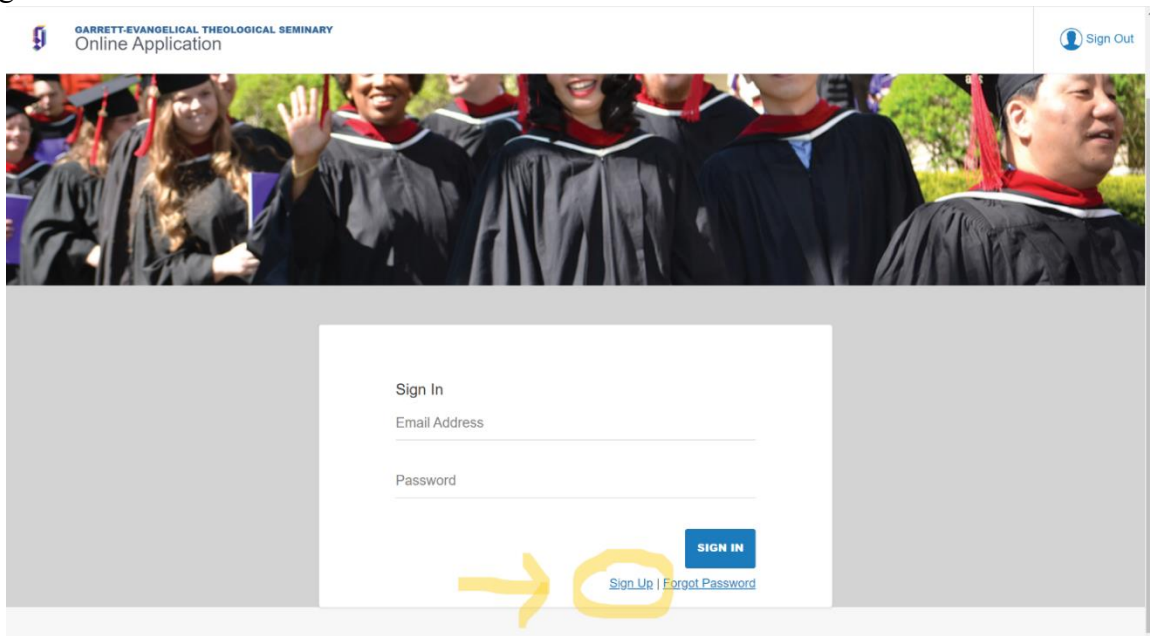
[Click on this link](#) to access the online application portal.

Once you have linked an email and created a password, you will be able to login and log out 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. The header includes the logo and text "GARRETT-EVANGELICAL THEOLOGICAL SEMINARY Online Application" on the left, and a "Sign Out" button on the right. Below the header is a banner image of graduates in black gowns with red stoles. In the center is a white "Sign In" form with fields for "Email Address" and "Password", a blue "SIGN IN" button, and links for "Sign Up" and "Forgot Password" below the button.

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 previous one, but with a yellow arrow pointing to the "Sign Up" link and a yellow circle around it, highlighting the option to create a new account.

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. The page has a header with the seminary logo and name on the left, and a 'Sign Out' button on the right. The main content area is titled 'Sign Up' and contains the following fields:

- Legal First Name
- Legal Last Name
- Student's Email Address

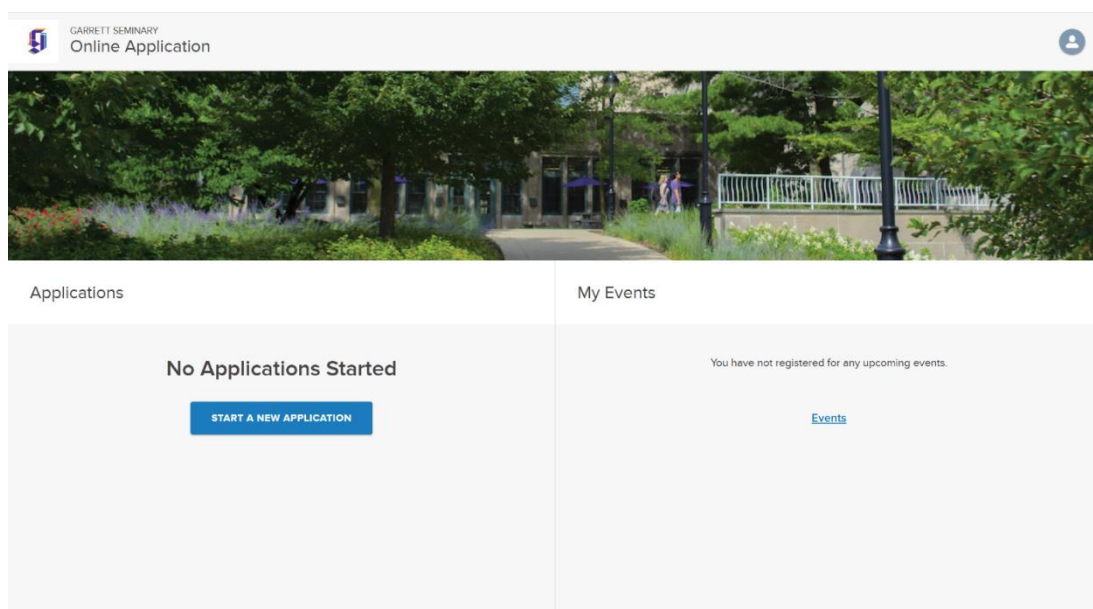
Below these fields is a red instruction: "Please select the college you have most recently attended (transfer and graduate) from the drop-down below. If your school does not appear in the search, please select 'Unknown School'." This is followed by a 'School' dropdown menu.

At the bottom of the form, there is a reCAPTCHA section with the text "I'm not a robot" and a checkbox. To the right of this is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". A 'SUBMIT' button is located at the bottom right of the form area.

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.

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.

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.

This screenshot shows the top portion of the 'Candidate Information (required)' form. The header includes the Garrett Evangelical Theological Seminary logo and name, a 'Sign Out' link, and a 'REVIEW APPLICATION' button. The form title 'Candidate Information (required)' is highlighted in blue, with a 'REQUIRED' indicator. The form fields include: a 'Salutation' dropdown menu; a 'First Name' text field containing 'Grant'; a 'Middle Name' text field; a 'Last Name' text field containing 'Testaccount'; a 'Birth/Maiden Name' text field; a 'Preferred Name' text field; a 'Suffix' dropdown menu; and a 'Birthdate (MM/DD/YYYY)' section with separate dropdowns for 'Month', 'Day', and 'Year'.

This screenshot shows the bottom portion of the 'Candidate Information (required)' form. The header is identical to the previous screenshot. The form fields include: a 'Preferred Name' text field; a 'Suffix' dropdown menu; a 'Birthdate (MM/DD/YYYY)' section with dropdowns for 'Month', 'Day', and 'Year'; a question 'Which of the following referral/information sources was most influential in your decision to apply to Garrett?' with a dropdown menu; and a text area for 'If applicable, please share with us the name of the person or event/advertisement you are referring to in the question above.' A blue 'CONTINUE' button is located at the bottom right of the form.

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.

Garrett Evangelical Theological Seminary application form - Optional Personal Data section. The form includes the following fields:

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

Buttons: Sign Out, REVIEW APPLICATION

Garrett Evangelical Theological Seminary application form - Optional Personal Data section. The form includes the following fields:

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

Buttons: Sign Out, REVIEW APPLICATION, CONTINUE

The fourth section of the application is the “Address Information” section. Please fill out the address information and then click the blue “Continue” button to move on.

This screenshot shows the 'Address 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 form contains the following fields:

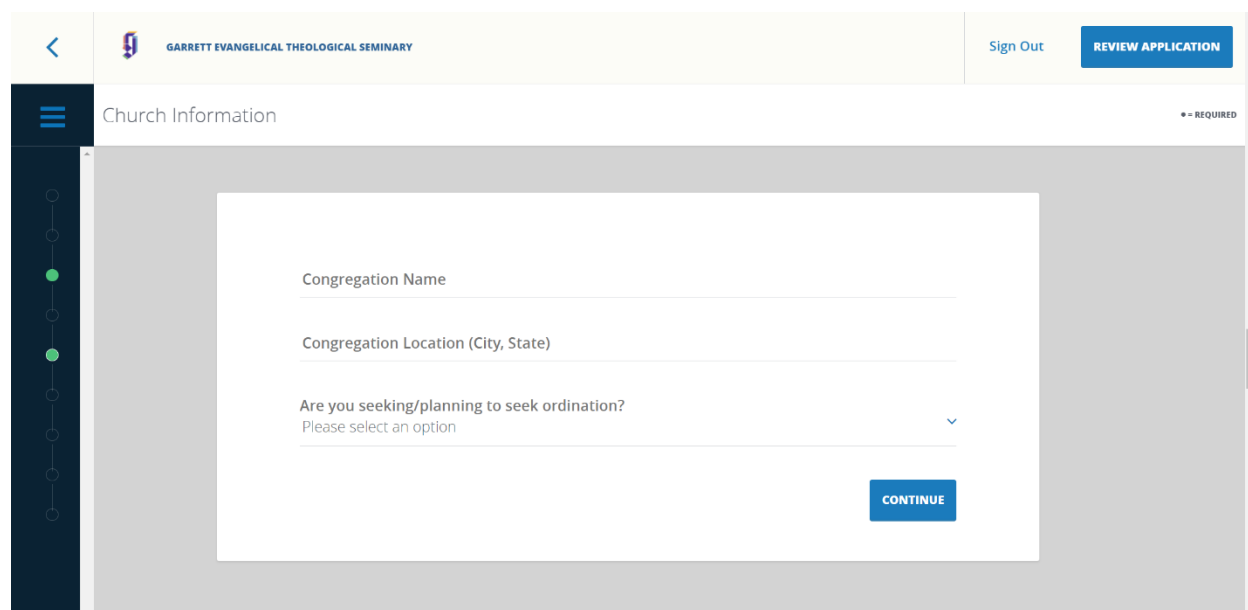
- Preferred Phone:** A dropdown menu with the text 'Please select an option'.
- Mailing Address:** A text input field.
- Country:** A dropdown menu.
- Confirmation:** A checkbox labeled 'My mailing address and permanent address are the same.'.
- Alternate Address:** A text input field.
- Country:** A second dropdown menu.
- Alternate Address Start Date:** A date selection field with dropdowns for 'Month', 'Day', and 'Year', and a red 'X' icon.

This screenshot shows the 'Address Information' section of the application, continuing from the previous view. The form contains the following fields:

- Confirmation:** A checkbox labeled 'My mailing address and permanent address are the same.'.
- Alternate Address:** A text input field.
- Country:** A dropdown menu.
- Alternate Address Start Date:** A date selection field with dropdowns for 'Month', 'Day', and 'Year', and a red 'X' icon.
- Alternate Address End Date:** A date selection field with dropdowns for 'Month', 'Day', and 'Year', and a red 'X' icon.

At the bottom of the form, there is a red error message: 'Please complete the missing fields.' and a blue 'CONTINUE' button.

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 contains three required fields: 'Congregation Name', 'Congregation Location (City, State)', and 'Are you seeking/planning to seek ordination?' with a dropdown menu. A 'CONTINUE' button is located at the bottom right of the form. A sidebar on the left shows a progress indicator with three steps, the second of which is highlighted in green. A '\* - REQUIRED' label is visible in the top right corner of the form area.

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.

 GARRETT EVANGELICAL THEOLOGICAL SEMINARY Sign Out **REVIEW APPLICATION**

Required Information \*\* REQUIRED

All Course of Study students are required to have a PID number.

- If you do not know yours, please contact GBHEM COS Registrar (COSregistrar@gbhem.org).
- If you've never attended COS anywhere, you won't have a PID number and should type in "N/A" and contact COSregistrar@gbhem.org to request one.


PID #

• Emergency Contact Name

• Emergency Contact Number

Please check the box below if you are a local pastor

Do you have a license to preach? If so, please check the box below.

 GARRETT EVANGELICAL THEOLOGICAL SEMINARY Sign Out **REVIEW APPLICATION**

Required Information \*\* REQUIRED

Please check the box below if you are a local pastor

Do you have a license to preach? If so, please check the box below.

Are you currently under appointment? If so, please check the box below.

All Course of Study applicants are required to complete a financial responsibility form. Please complete the form found online [here](#) and upload it below.

Financial Responsibility

- No file selected

This field is required.

**+ ADD ATTACHMENT**

**CONTINUE**




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 displays 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 'Sign Out' and 'REVIEW APPLICATION' buttons. The main heading is 'Licensing Certificate' with a 'REQUIRED' indicator. The central form area contains the following text: 'Please upload your certification of completion of licensing school or your current License for Pastoral Ministry'. Below this, under the 'Attachment' section, it says '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.


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


 GARRETT EVANGELICAL THEOLOGICAL SEMINARY Sign Out [REVIEW APPLICATION](#)

Recommendation COS \*\* REQUIRED

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  
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.

The screenshot shows the 'Additional Information' section of the application. At the top, there is a navigation bar with the Garrett Evangelical Theological Seminary logo, a back arrow, and a 'Sign Out' button. A blue 'REVIEW APPLICATION' button is located in the top right corner. The main content area has a title 'Additional Information' and a 'REQUIRED' indicator. Below the title, there is a text box with the instruction: '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.' A text input field labeled 'Additional Information' is present, followed by a blue '+ ADD ADDITIONAL INFORMATION' button. At the bottom right of the form, there is a blue 'REVIEW APPLICATION' button.

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.

The screenshot shows the 'Review Your Application' section. The navigation bar includes the seminary logo, a back arrow, the title 'Review Your Application', a 'Sign Out' button, and a print icon. The main content area is divided into sections: 'Academic Plans' with an 'EDIT' button, a 'Program' dropdown set to 'Course of Study', and a text box for accommodations. Below this is 'Candidate Information (required)' with an 'EDIT' button. The 'Candidate Information' section includes fields for 'Salutation' (Mr.), 'First Name' (Grant), and 'Middle Name'. A large yellow arrow points from the 'REVIEW APPLICATION' button in the previous screenshot to a dark blue sidebar on the right. This sidebar features a green circular progress indicator showing '99% COMPLETE' and a blue 'SUBMIT YOUR APPLICATION' button at the bottom.

Once you have submitted your application, you will receive confirmation of completion via email. As our team reviews and processes your application, we will keep you updated when materials arrive and/or what materials are still needed.

You can continue to access your portal Dashboard and keep tabs on the status of your application, be on the lookout for updates, and send reminders to your recommenders. If you end up needing to change a recommender, you can make those changes within the portal at any time.

When your application is fully processed, you will receive communications from our team regarding your admissions and next steps for Course Registration.

If you have any questions in the meantime, please do not hesitate to reach out to us at [cos@garrett.edu](mailto:cos@garrett.edu)