



# ECUMENICAL INSTITUTE

## STUDENT GUIDELINES & APPLICATION FORM

The Ecumenical Institute at Bossey is the international centre for encounter, dialogue and formation of the World Council of Churches. Founded in 1946, the Institute brings together people from diverse churches, cultures and backgrounds for ecumenical learning, academic study and personal exchange. The Institute is attached to the University of Geneva. The Ecumenical Institute offers the following courses:

- Graduate School of Ecumenical Studies
- Master of Theology in Ecumenical Studies
- Master of Advanced Ecumenical Studies
- Ph.D. in Ecumenical Studies
- English as a Tool for Ecumenical Formation: Intensive English Summer Course

### A. Student guidelines

- The application form may only be used to apply for one course in any academic year. If you wish to apply for more than one course, you will need to submit separate applications, along with full supporting materials for each. It is your responsibility to ensure that you have followed the instructions in these guidelines.
- Please type or write clearly on the application form. The details you give in your application form will be used for the administration of your application, and potentially as the basis of your student record. If the form is incorrectly completed your application may be delayed and may not be processed.
- Your surname/family name is used to identify and match all materials sent with your application and for dealing with enquiries. Please use only the full name given in your passport and identity documents.
- The closing date for applications is **30 November** for the following academic year. You are advised to apply well in advance of the closing date. We recommend that you use a recorded delivery service, as the Ecumenical Institute is not necessarily able to confirm receipt of individual applications.
- Applications for all academic courses must be accompanied by the supporting materials listed below. Please send only the required application materials unstapled and without using scotch tape. Please note that supporting materials will not be returned to the applicant.
- The Ecumenical Institute uses the following criteria when selecting students for admission: Motivation of the student to study at the Ecumenical Institute; recognition of both secondary school and post-secondary school studies by the University of Geneva (UniGE); clear recommendation from the national church/diocese/denomination of the candidate demonstrating the usefulness of the studies in the local church after the return to his/her country of origin; the need to create a balanced student body in terms of denomination, gender and geography.
- The admission decisions are normally made during the month of March preceding the beginning of the academic year in September. All candidates are informed in writing whether or not they are admitted to study at the Ecumenical Institute. Due to the volume of applications, the Ecumenical Institute is not able to respond to telephone and e-mail inquiries from individual applicants.
- In certain circumstances, the Ecumenical Institute can cover part of the tuition and accommodation fees for candidates that demonstrate financial need. Applicants may complete a Scholarship Request Form if they fulfil the conditions for financial support. The Scholarship Request Form should be returned together with the complete application. Scholarship awards are decided at the same time as applications are selected.

### B. Supporting materials

**The completed application form must be accompanied by the following materials in English, French or German.**

**Note:** The Ecumenical Institute requires certified copies of all academic certificates and diplomas with all applications. Please do not send originals of certificates or diplomas with your application. You must get the copies endorsed by a notary or a lawyer who has seen the original documents. Please note that the Ecumenical Institute will ask to see originals in the case your application is accepted.

If your documents are not in English, French or German you must send, in addition, a full translation of each document, translated by a registered translator.

**All applicants are required to submit the following documents with their application form:**

- Fully filled in two-page application form clearly marking one desired study programme
- One passport-size photograph (attached to the application form)
- A written motivation letter in English of not more than 500 words explaining why in particular you want to study at the Ecumenical Institute
- One recommendation letter in a sealed envelope from your national church/diocese/denomination
- A completed Scholarship Request Form, in case you apply for a financial assistance

**Applicants for the Graduate School programme must add to the Requirements for all applicants:**

- A certified copy of your secondary school education certificate
- A curriculum vitae listing your academic, professional and church/ecumenical experience
- Two additional recommendation letters in sealed envelopes from persons not related to your family

**Applicants for a Master of Ecumenical Studies programme must add to the Requirements for all applicants:**

- A certified copy of your secondary school education certificate
- A certified copy of a university Bachelor's degree certificate and transcript of student record
- Certified copies of certificates demonstrating a minimum of three years of theological studies in case the Bachelor's degree is not in theology or closely related discipline
- A curriculum vitae listing your academic, professional and church/ecumenical experience
- Two additional recommendation letters in sealed envelopes from persons not related to your family

**Applicants for a Master of Advanced Studies in Ecumenical Studies programme must add to the Requirements for all applicants:**

- A certified copy of your secondary school education certificate
- A certified copy of a university Bachelor's degree certificate and transcript of student record
- Certified copies of certificates demonstrating a minimum of three years of theological studies in case the Bachelor's degree is not in theology or closely related discipline
- A certified copy of a Master's degree certificate and transcript of student record
- A curriculum vitae listing your academic, professional and church/ecumenical experience
- Two additional recommendation letters in sealed envelopes from persons not related to your family

**Applicants for a Ph.D in Ecumenics must add to the Requirements for all applicants:**

- A certified copy of your secondary school education certificate
  - A certified copy of a university Bachelor's degree certificate and transcript of student record
  - Certified copies of certificates demonstrating a minimum of three years of theological studies in case the Bachelor's degree is not in theology or closely related discipline
  - A certified copy of a Master of Ecumenical Studies degree from the Ecumenical Institute of Bossey
- OR**
- A certified copy of a Master of Ecumenical Studies degree from another academic institution (acceptance is conditional that the degree is recognised by the Commission of Academic Staff of Bossey and the Autonomous Faculty of Protestant Theology of the University of Geneva)
- OR**
- A certified copy of a Master's degree in other subject than Ecumenical Studies (acceptance is conditional on taking an oral and written exam testing the candidate's ecumenical knowledge)
  - A curriculum vitae listing your academic, professional and church/ecumenical experience
  - Two additional recommendation letters in sealed envelopes from persons not related to your family
  - A detailed outline of your research project
  - Copies of your main academic articles, books and monographs

**All applications should be sent to the following address:**

**The Ecumenical Institute**  
Judith Kocher  
P.O. Box 1000  
CH-1299 Crans-près-Céligny  
Switzerland  
phone: +41-22-960.73.70  
fax: +41-22-960.73.67  
email: jk@wcc-coe.org



# STUDENT APPLICATION FORM

Passport photo
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I apply for the academic year \_\_\_\_\_ - \_\_\_\_\_

I apply for the following course (choose only one option per form):

- Graduate School of Ecumenical Studies
- Master of Theology in Ecumenical Studies
- Master of Advanced Ecumenical Studies
- Ph.D. in Ecumenical Studies
- English as a Tool for Ecumenical Formation: Intensive English Summer Course

1. Personal information	
<b>Title:</b> (Mr, Ms, Rev., etc.)	<b>Family/surname:</b> (as in passport)
<b>First name (s):</b> (as in passport)	<b>Maiden name:</b> (if applicable)
<b>Gender:</b> <input type="checkbox"/> female <input type="checkbox"/> male	<b>Civil status:</b> <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> other (please specify):
<b>Date of birth:</b> (day/month/year)	<b>Place of birth:</b> (city, country)
<b>Country of birth:</b> (as in passport)	<b>Nationality:</b> (as in passport)
<b>Passport number:</b>	<b>Place of issue:</b> (city, country)
<b>Date of issue:</b> (day/month/year)	<b>Valid until:</b> (day/month/year)
<b>Church affiliation:</b> (full name of national church/diocese/denomination)	

2. Contact information	
<b>Street address:</b>	
<b>Post/Zip code:</b>	<b>City:</b>
<b>State:</b> (if applicable)	<b>Country:</b>
<b>Telephone:</b> (country code - area code - #)	<b>Fax:</b> (country code - area code - #)
<b>E-mail address:</b>	<b>Alternative E-mail address:</b>

**3. Language (s) (NB English is the language of tuition at the Ecumenical Institute):**

Mother tongue:

Other languages	Writing level	Reading level	Speaking level	Comprehension level

**4. Education**

**a. Full title of the Secondary School Certificate:**

Country of issue:

Date of issue:

**b. Full title of University Bachelor's degree:**

Full name of the issuing University:

Country of issue:

Date of issue:

**5. Other information:**

Current occupation:

Other relevant professional and ecumenical experience:

Other information that the Ecumenical Institute should take into account in considering your application:

How did you find out about the Ecumenical Institute?

*I testify that the information I have given in this form is true and accurate and that, if admitted, I agree to abide by the conditions governing the Ecumenical Institute.*

Date:

Signature:



## STUDENT SCHOLARSHIP REQUEST FORM

### APPLICATION FOR FINANCIAL ASSISTANCE

Scholarships to assist with tuition and accommodation fees for students at the Ecumenical Institute are awarded according to the following criteria:

- Scholarships are awarded to students that require financial assistance to cover the costs of tuition and accommodation
- Scholarships are granted in priority to academically promising students in the age group of 25-35 years
- The scholarship is always partial, each admitted participant is obliged to make a financial contribution towards tuition
- Travel expenses to and from the Ecumenical Institute as well as all personal expenses (such as passport, visa, transit visa, vaccinations, etc.) before, during and after the studies are the responsibility of the admitted student
- Board and lodging expenses before and after the official beginning and end of the admitted study programme at the Ecumenical Institute are the responsibility of the student
- Priority is given to those candidates seeking for a scholarship from the Ecumenical Institute for the first time and who have therefore not benefited from such a privilege earlier

<b>Family /surname:</b> (as in passport)	
<b>First name (s):</b> (as in passport)	
<b>I apply for a scholarship and I pledge to contribute the following amount towards the total of my study costs:</b>  Currency: * _____ * please, use official currency abbreviation (e.g. CHF / EUR / USD, etc.)  Total amount of my financial contribution: _____  <input type="checkbox"/> <b>Please attach the original supporting document(s) if funds are pledged to you by your church, family or a third party.</b>	
<i>I confirm that I am unable to cover the full costs of my tuition and accommodation at the Ecumenical Institute. I understand that should I be admitted to the study programme I have applied for and granted a partial scholarship towards the costs of my studies, this award will cover only the official period of my studies. I also agree to continue searching for further funds in order to increase my contribution and to inform the Ecumenical Institute of any developments immediately.</i>	
<b>Date:</b>	<b>Signature:</b>

All requests should be sent to the following address:

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