



CTF Admissions Policy and Procedures

Admissions procedure for applicants to the BTh and DTM

Reviewed March 2024

Application to a Federation House

1. An applicant to the BTh or the DTM should first apply for admission to the Federation Member Institution of their choice, or the choice of their sponsoring institution or church, by contacting the House directly. The House will ask applicants to complete an application form. This may be their own application form or the BTh-DTM application form. The applicant will initially submit this form and supporting documentation to their chosen House.
2. The candidate is then typically invited to an interview with academic staff of the House, to which they should bring all documentation, including their passport. At the time of the interview the interviewer and/or House admissions staff will take a signed copy of the details page of the applicant's passport and confirm the identity of the applicant and his or her right to work/study in the UK. Houses may choose to conduct interviews with international applicants via Zoom, in which case the international applicant must have already provided a notarised copy of their passport with the original application.
3. House admissions staff, through interview, application documents, samples of written work, and references, decide whether a candidate applying to the House meets the academic criteria for the BTh or DTM, taking in the vocational nature of the award.
4. The House will then decide whether or not to make a provisional offer of a place, conditional upon acceptance onto the award by the BTh Management Committee (acting for the Faculty Board of Divinity), and, in the case of BTh applicants, acceptance by one of the matriculating Cambridge Colleges. (The Federation Houses are affiliated institutions and do not have the ability to accept or matriculate students onto Cambridge University courses).

Application to the University

5. If a provisional offer is made, the applicant will then be asked to complete the BTh-DTM application form (if they have not already done so). The accepting House will submit the



application form, accompanying documents, and their own supporting reference to the BTh Management Committee for review. Applications are considered throughout the academic year.

6. The final decision on admissions rests with the BTh Management Committee, acting on behalf of the Faculty Board of Divinity.

7. The candidate will be informed of the Committee's decision as soon as possible.