

CTF Admissions policy and procedures

Admissions procedure for ordinand applicants to the BTh and DTM

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 his or her choice/sponsoring church by contacting the House directly. The Ordinands within the United Reformed Church will be commended to Westminster College through the United Reformed Church ordination process. The applicant will initially submit a House application with supporting documentation.
2. The candidate is then typically invited to an interview with academic staff of the House, to which he or she should bring all documentation, and his or her 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 overseas applicants via Skype, in which case the overseas applicant must have already provided a notarised copy of his or her passport with the original application.
3. House admissions staff, through interview, house application, sponsoring church references (including official recommendation to study for ministry via the Bishops' Advisory Panel) and supporting documentation, whether an ordinand applying to the house meets the academic criteria for the BTh or DTM.
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 and 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 a BTh/DTM application form for the University, which will be reviewed by the BTh Management Committee and which will include all required supporting documentation specified in the application form. **The deadline for applications to be received by the house is 31st May.**
6. The final decision on admissions rests with the Faculty Board of Divinity.
7. The applicant will be informed of the Faculty Board's decision by the middle of July.

Admissions procedure for independent (non-ordinand) applicants to the BTh and DTM

1. A potential applicant makes an enquiry to CTF or to a Federation house
 - The person receiving the enquiry will check with the applicant as to whether or not the applicant has already approached another house or made a central enquiry.
 - If no, proceed to step 2.
 - If yes, the applicant will be asked for consent to share enquiry information with that house, so that two (or more) admissions processes are not concurrent for the same student.
2. The applicant will be advised to consult the CTF website to check that they understand the nature of the BTh/DTM as vocational awards/programmes of study, and to check that they meet the entrance requirements for the BTh or DTM.
3. The applicant will be asked to complete an independent student's application form (initial enquiry form) for that particular house, and to submit it along with the references that are requested on the form.
4. After reviewing the application and references, the house will decide whether or not to call the applicant for interview.
5. If the applicant is interviewed, 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 and 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.)
6. If a provisional offer is made, the applicant will then be asked to complete a BTh/DTM application form for the University, which will be reviewed by the BTh Management Committee and which will include all required supporting documentation specified in the application form. **The deadline for applications is 31st March.**
7. The final decision on admissions rests with the Faculty Board of Divinity.
8. The applicant will be informed of the Faculty Board's decision by the middle of July.