

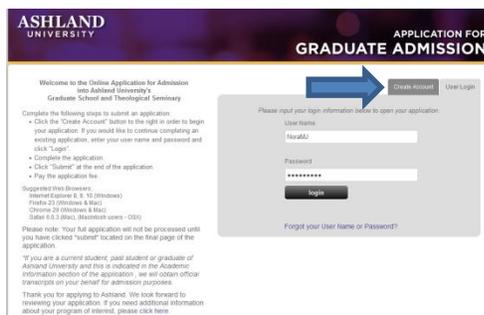


## Application Guide

To apply for admission to Ashland Theological Seminary or to return to your application, go to <http://seminary.ashland.edu/admissions> and select **Apply Now:**



You will then be redirected to Ashland University's Application for Graduate Admission. From this page, you will click **Create Account** (unless you are a returning user, then click **User Login**):



In creating a new account, you will be asked to provide your name, address, DOB, phone number and email address. This information is what the system uses to make sure records are not duplicated.

You will also be asked to create your User Name and Password. You will want to save this information so you may log into your account to work on your application as you are able. Just remember to click the **Save** or **Save and Continue** button after completing each section.

**\*Note:** Your password must be at least 8 characters long and include at least one upper case letter, one lower case letter, one number and one symbol. (Example: Abc123\$%)

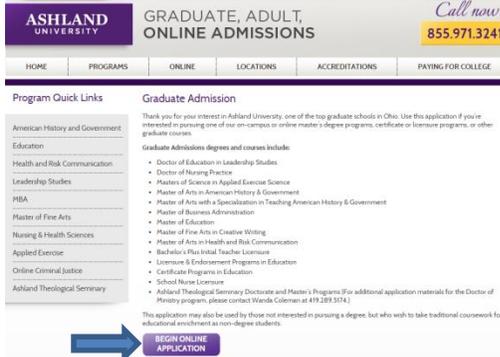
Once you have created your account, you will be directed to Ashland University's Graduate Admission page. Click **Apply Now:**



Then click **Apply Now** under Graduate Student:

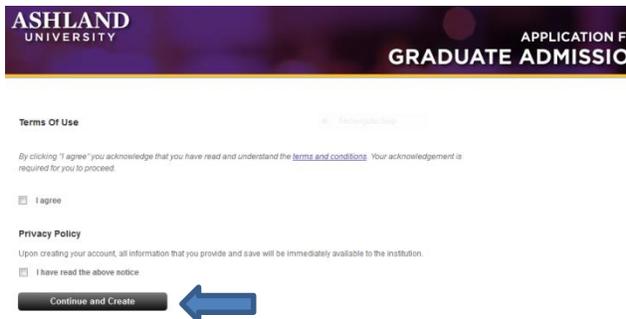


And finally...click **Begin Online Application**:



This will bring you back to the login page where you will enter your new user name and password to enter into your application.

You will be asked to agree to the terms of use. **Click Continue & Create** and then **Start Application**.

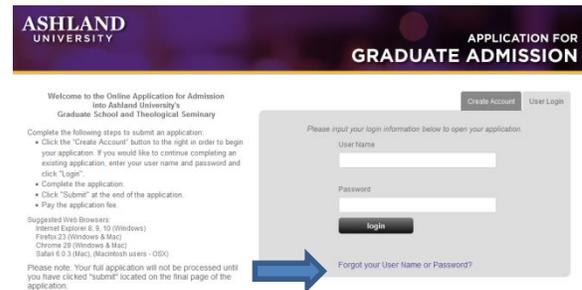


You may work on the application as you have time, simply remember to save your work and use the Log Out option to exit, otherwise, the system will tell you an error has occurred and you have not properly logged out. You will not be able to log back in unless you use another browser or wait 24 hours.

**\*Important:** if you at any time forget your user name or password, simply go to the seminary website:

<http://seminary.ashland.edu/admissions> and select **Apply Now**. From there, click the link [Forgot your User Name or Password?](#)

Enter the email address you used to create your account. An email will be sent to you with your user name and the ability to create a new password:



**\*Please Remember:** Your application will not be submitted until you click the **Submit Application** button and complete the final steps of the process, one of which is the application fee payment page. If you choose to pay online with a debit/credit card, you will be taken out of the application to a PayPal page. Although you will receive confirmation your payment was successful, this does not mean your application is submitted. You must click the link to take you back into your application. You will receive a separate email confirmation upon successful submission of your application.

For assistance with the application and/or to check your application status, please contact Renee Johnson at [rjohns13@ashland.edu](mailto:rjohns13@ashland.edu) or 419-289-5704.