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 **Recoletos School of Theology, Inc.**

81 Alondras St., Miranila Homes

Congressional Avenue Extension, Quezon City

Telephone/Fax No. 8 951-2861 to 62

**CHECKLIST OF REQUIREMENTS**

**Bachelor in Sacred Theology and**

**Master of Arts in Theology Programs**

LAST NAME

MIDDLE NAME

FIRST NAME

**NAME:**

**Applying for School Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Semester:** **First**  **Second**

**Program:**

Baccalaureate in Sacred Theology (STB)

Master of Arts in Theology (MAT)

 Thesis

Non-thesis

**Field of Study or Specialization:**

**UPON APPLICATION**

*Please submit this form to the RST office of records with the other requirements*

 *upon enrolment or before the opening of classes*

**INSTRUCTION:** Highlight (in color BLUE) the items that you have already submitted.

 **Date Submitted**

1. Duly accomplished RST application for admission form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. One ID picture (“2x2”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Photocopy of Original Transcript of Records (TOR) from previous school (undergraduate or graduate) and

its English translation if the TOR is in a foreign language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Photocopy of Original Diploma or Certificate of Graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Letter of Recommendation from the Religious Superior, Bishop, or Superior Representative Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Personal Essays on:
4. Choosing RST for your theological studies
5. Personal qualities as a student
6. Projected contribution to the Church and to the society after your studies at RST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Results of RST Entrance Test (Dean’s Office) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Results of RST English Language Enhancement Program (ELEP) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. For international applicants, photocopies of passport and visa or Alien Certificate of Registration (ACR) card. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UPON ADMISSION**

*The following requirement must be submitted to the RST’s Dean’s Office*

***not later than one month*** *after provisional admission.*

Original TOR (graduate or undergraduate) bearing the school seal and the original signature of the Registrar or the Dean. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honorable Dismissal from previous school attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate of Good Moral Character \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response Letter from the OAR Prior Provincial or his representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant Date**

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REMARKS:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registrar’s Signature**