



ECUMENICAL INSTITUTE

STUDENT GUIDELINES & APPLICATION FORM

The Ecumenical Institute at Château de Bossey is the international centre for formation, encounter and dialogue of the World Council of Churches. Founded in 1946, the Institute brings together people from different church traditions, 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 - 30 ECTS (European Credit Transfer System) credits
- Master of Advanced Ecumenical Studies - 60 ECTS (European Credit Transfer System) credits
- Ph.D. in Ecumenical Studies
- Graduate School of Ecumenical Studies - continuing formation - 25 ECTS (European Credit Transfer System) credits
- 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.
- Applications must be filled in English.
- 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 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.**
- Applications for all academic courses **must be accompanied by the supporting materials listed below**. Please note that supporting materials will not be returned to the applicant. **Please send only the required application materials** unstapled and without using scotch tape.
- The Ecumenical Institute uses several criteria when selecting students for admission. These criteria include:
 - the applicant student's grade average during her/his secondary and post-secondary studies,
 - the recognition by the University of Geneva of the applicant student's secondary and university studies,
 - the affinity between the applicant student's ecumenical motivation/plans and the ecumenical teaching and research carried out at Bossey,
 - the clear intention of the applicant student's church to make the best possible use of her/his Bossey studies and experience in the future,
 - the need to create at every new academic year a balanced body of students, especially in terms of geographical region, church tradition and gender.
- For the Graduate School of Ecumenical Studies, Master of Advanced Ecumenical Studies and Ph.D. in Ecumenical Studies your university studies must be recognized by the University of Geneva. This is normally the case for degrees from public higher education institutions. If this is not the case, a proposal may be made to follow the Graduate School of Ecumenical Studies - continuing formation.
- At the end of March candidates are informed in writing about their admission. **Due to the number of applications, the Ecumenical Institute is not able to respond to telephone and electronic inquiries about admission.**
- 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.
- 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.

B. Supporting materials

The completed application form must be accompanied by the following materials in English.

Note: The Ecumenical Institute requires certified copies of all academic certificates and diplomas. 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.

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

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

- Application form in two-pages, fully filled, marking **one** desired study programme;
- One passport-size photograph (attached to the application form);
- A certified copy of the secondary school certificate and transcript of records;
- A personal statement of not more than 1000 words, explaining:
 - 1) your ecumenical motivation and plans, and
 - 2) how studying in Bossey relates to your ecumenical motivation and plans;
- A recommendation letter from your church authority, in a sealed envelope, indicating how your church intends to make the best possible use of your Bossey studies and experience in the future;
- A completed Scholarship Request Form, in case you apply for a financial assistance.

Applicants for the Graduate School of Ecumenical Studies or the Graduate School of Ecumenical Studies – continuing formation programme must add the following documents:

- A certified copy of a university bachelor's degree certificate in Christian theology/divinity or in a closely related discipline, and transcript of records;
- Certified copies of certificates and transcript of records demonstrating at least 3 years of theological studies in case the bachelor's degree is not in Christian theology or in a closely related discipline;
- A curriculum vitae listing your academic, professional and church/ecumenical experience;
- Two additional recommendation letters, in sealed envelopes, from faculty members or church authorities well acquainted with your academic and church life.

Applicants for a Master of Advanced Ecumenical Studies programme must add the following documents:

- A certified copy of a university bachelor's degree certificate in Christian theology/divinity or in a closely related discipline, and transcript of student records;
- Certified copies of certificates and transcript of records demonstrating at least 3 years of theological studies in case the bachelor's degree is not in Christian theology or closely related discipline;
- A certified copy of a master's degree certificate and transcript of records, and a copy of the master thesis.
- A curriculum vitae listing your academic, professional and church/ecumenical experience;
- Two additional recommendation letters from faculty members or church authorities well acquainted with your academic and church life.

Applicants for a Ph.D. in Ecumenical Studies must add the following documents:

- A certified copy of a university bachelor's degree certificate in Christian theology/divinity or in a closely related discipline, and transcript of student records;
- Certified copies of certificates and transcripts of records demonstrating at least 3 years of theological studies in case the bachelor's degree is not in Christian theology or closely related discipline;
- A certified copy of a master's degree certificate and transcript of records, and a copy of the master thesis;
- A curriculum vitae listing your academic, professional and church/ecumenical experience;
- Two additional recommendation letters from faculty members or church authorities well acquainted with your academic and church life;
- A detailed outline of your research project of approximately 4000 words, including a tentative outline, timeframe and essay on the content and methodology of the research.
- Copies of your main academic publications.

Successful completion of the first year of Master of Advanced Ecumenical Studies at the Ecumenical Institute is a pre-condition in the Ph.D programme.

All applications should be sent no later than 30 November to the following address:

Ecumenical Institute of Bossey
Judith Kocher
P.O. Box 1000
CH-1299 Crans-près-Céligny
Switzerland



STUDENT APPLICATION FORM

Passport photo

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

1a. Personal information	
Title: (Mr, Ms, Rev., etc.)	Family/surname: (as in passport)
First/given name/ (s): (as in passport)	Maiden name: (if applicable)
Gender: <input type="checkbox"/> female <input type="checkbox"/> male	Civil status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> other (please specify):
Date of birth: (day/month/year)	Place of birth: (city, country)
Country of birth: (as in passport)	Nationality: (as in passport)
Passport number:	Place of issue:
Date of issue: (day/month/year)	Valid until: (day/month/year)
Church affiliation: (full name of national church/diocese/denomination)	
1b. Personal information	
Spouse's family/surname: (before marriage):	Spouse's first/given name(s):
Father's family/surname:	Father's first/given name(s):
Mother's family/surname: (before marriage)	Mother's first/given name(s):
2. Contact information	
Street address:	
Post/Zip code:	City:
State:	Country:
Telephone: (country code, area code, #)	Fax: (country code, area code, #)
E-mail address:	Alternative E-mail address:

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

Mother tongue:

For other languages enter appropriate number from code below to indicate level of your language knowledge.
Code: 0 = No skills.
1 = Limited conversation, reading of simple documents, routine correspondence.
2 = Engage freely in discussions, read and write more difficult material.
3 = Speak, read and write (nearly) as in mother tongue.

Language	Speak	Read	Write

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 (in case of an institute of higher education please indicate the university to which it is affiliated):

Country of issue:	Date of issue:
--------------------------	-----------------------

5. Other information

Current profession:

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, 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

Family /surname: (as in passport)	
First name (s): (as in passport)	
I apply for a scholarship and I pledge to contribute the following amount towards the total of my study costs: Currency: * _____ * please, use official currency abbreviation (e.g. CHF / EUR / USD, etc.) Total amount of my financial contribution: _____ <input type="checkbox"/> Please attach the original supporting document(s) if funds are pledged to you by your church, family or a third party.	
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 this scholarship will cover only the period in residence at Bossey. I agree to continue searching for further funds in order to increase my contribution and to inform the Ecumenical Institute of any developments. I also confirm that I will be made responsible to reimburse the scholarship if I will not complete the study programme (except for cases of illness and other serious circumstances).	
Date:	Signature:

All requests should be sent no later than **30 November** to the following address:

Ecumenical Institute of Bossey
Judith Kocher
P.O. Box 1000
CH-1299 Crans-près-Céligny
Switzerland