

**UNIVERSITY OF SANTO TOMAS, MANILA**  
**FACULTY OF THEOLOGY**

**A. APPLICATION PROCEDURE**

1. All applicants to the Faculty of Theology must submit the necessary documents for application.
  - a. He must accomplish the application form and submit a letter of application addressed to the Dean of the Faculty.
  - b. He must also submit a written recommendation from the Major Superior or Ordinary.
  - c. He must furnish the office with a photocopy of his complete academic records. *All these documents should be submitted to the office of the Ecclesiastical Faculties before the applicant is scheduled to take the entrance examination.*
2. Once the above-mentioned documents are cleared by the Admission Committee, the applicant is scheduled for an entrance examination. Only applicants who have successfully passed the entrance examination may be admitted to the Faculty.
3. The entrance examination is scheduled by the UST Office for Admission through the coordinator of the Ecclesiastical Faculties. Qualified applicants are notified by the Office of the Ecclesiastical Faculties about the venue, date, and time of the examination. The office of the Ecclesiastical Faculties informs the applicants of the things that would be needed for the examination. No applicant is allowed to take the entrance examination unless he is properly endorsed by the office of the Ecclesiastical Faculties.
4. All international applicants are expected to have accomplished all the legal requirements needed to pursue their studies at the University of Santo Tomas. They are also required to submit a certificate of having accomplished an English proficiency examination from either TOEFL or IELTS, or a similar English language proficiency certification.
5. Applicants who passed the entrance examination must submit the original documents of their academic records (and other legal documents when specifically required) before the date of enrollment. No applicant is allowed to enroll unless these documents are submitted. These include:
  - a. Form 138 (Report card) for those who have just completed their Senior High School studies (only for those who are enrolling in the ITF program);
  - b. Official Transcript of Records (for those who have finished their previous degree abroad);
  - c. Certificate for Valid Transfer or similar document
6. Applicants seeking admission to the Central Seminary must also attend and pass the Orientation Seminar conducted by the Seminary administrators.