



# PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

P.O. Box 619 Butare-Rwanda - Phone: (+ 250)785 150 811

Website: [www.piass.ac.rw](http://www.piass.ac.rw) Email: [office-of-postgraduate@piass.ac.rw](mailto:office-of-postgraduate@piass.ac.rw)

MASTERS OF THEOLOGY IN COMMUNITY CARE AND DEVELOPMENT

MASTERS OF THEOLOGY IN CHRISTIAN ETHICS AND LEADERSHIP

## Application Form

**Please read carefully the instructions below before completing this form. Only completed forms will be processed.**

### ***I. WHO SHOULD USE THIS FORM?***

All candidates applying for admission to the two-year taught **MASTER'S PROGRAM** (180 credits) of the Protestant Institute of Arts and Social Sciences (PIASS).

### ***II. HOW TO COMPLETE THIS APPLICATION FORM?***

- Please complete this form in full, on computer, and print it clearly in black ink.
- Ensure that you complete the checklist and sign the declaration at the end of this form.
- After signing the form, please scan the document.
- Send the application form together with your digitalised documents by e-mail to the Post-graduate Committee at [Office-of-postgraduate@piass.ac.rw](mailto:Office-of-postgraduate@piass.ac.rw) or normal mail to the Academic Registrar's Office with attention to the Post-graduate Committee.
- Hard copies also can be remitted to the Academic Registrar's Office.
- The application form can also be picked up at PIASS reception, filled in and remitted to the Academic Registrar's Office.

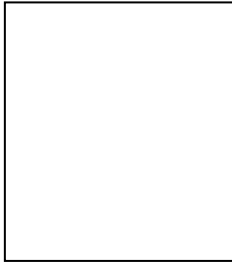
Deadline for application for the academic year 2020-2021: September intake

**September 15, 2020 (International students)**

**October 15, 2020 (Rwandan students)**

**FIDES ET SCIENTIA**

Photograph



**III. PERSONAL DETAILS**

Mr  Mrs  Ms

Last name (Surname):.....(as in ID/passport)

First name (Given name):.....(as in ID/passport)

Date of birth (dd/mm/yy):.....

Place of birth (city, country):.....

Nationality:.....

Marital status:.....

Church denomination: .....

yes  no  Do you already have a Rwandan residence permit? If yes, please send a copy of both sides of your residence permit with your registration form.

yes  no  Do you need a student visa for Rwanda?

Please note that it is your own responsibility to obtain a visa. However, if you are accepted to the Master Program of the Protestant Institute of Arts and Social Sciences, we will assist you with your visa and residence permit applications.

**Address for correspondence**

City:.....

Postal code:.....

Country:.....

Telephone (with country-code):.....

Mobile phone (with country-code):.....

E-mail address: .....



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## IV. PROGRAM DETAILS

In which area of our Masters Programs do you want to enrol?

- COMMUNITY CARE AND DEVELOPMENT
- CHRISTIAN ETHICS AND LEADERSHIP

Academic Year of entry you are applying for:

In which intake do you want to enrol?

- September
- March

Mode of attendance

- Block Release Program (November & May)

## V. ACADEMIC QUALIFICATIONS

Please note:

a. Applicants must hold an earned Bachelor's degree with honors, second class, lower division with a cumulative grade of at least 65% (12/20 for those who followed the old four year course system), preferably in humanities,<sup>1</sup> divinity<sup>2</sup> or social sciences,<sup>3</sup> from an institution accredited by the Rwandan accreditation agency, or its equivalent from an international institution with a similar level of accreditation or recognition by its home country. Applicants from other academic disciplines may be accepted and recommended to take particular compensatory modules.

b. Applicants should include official transcripts of every institute of higher education attended. Documents not in English or French should be accompanied by an official certified translation.

c. The university at which you have obtained a bachelor/master/postgraduate degree should be an officially recognized and accredited university

1) Undergraduate Degree(s) (BTh, BA, BSc)

Type of degree: .....

Institution: .....

Field: .....

Date obtained (dd/mm/yy):.....

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<sup>1</sup> The humanities include ancient and modern languages, literature, philosophy, geography, history, religion, art and musicology.

<sup>2</sup> The term refers here to the academic study of Christian theology and ministry.

<sup>3</sup> They include but are not limited to anthropology, archeology, economics, history, human geography, linguistics, political science, psychology, public health and sociology.

2) (Post-) Graduate Degree (s) (Master's or PhD)

Type of degree:.....

Institution:.....

Field:.....

Date obtained (dd/mm/yy):.....

If you have obtained more than one degree, please enclose a list on a separate page.

3) Are you currently enrolled in a (non) degree course or educational training relevant to your application?

.....  
When do you plan to finish this course/training?

.....

**VI. EMPLOYMENT INFORMATION**

Present employment: .....

Position: .....

Organisation: .....

Duration of employment: .....

**VII. REFERENCES**

Please list the two persons you have asked to write a letter of recommendation for you. Preferably, one letter of recommendation should be academic. The letters are to be signed, and preferably printed on letterhead. The reference letters should be sent separately from the application to the Post-graduate Committee at [Office-of-postgraduate@piass.ac.rw](mailto:Office-of-postgraduate@piass.ac.rw) or normal mail to the Academic Registrar's Office with attention to the Post-graduate Committee.

1) Name:.....

Title:.....

Organisation:.....

Phone:.....

E-mail:.....

2) Name:.....

Title:.....

Organisation:.....

Phone:.....

E-mail:.....



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The reference letter should at least contain:

- The personal data, academic background and address of the person that has written the reference letter.
- The name of the applicant and personal data, and the field of the application

We are especially interested in learning about the applicant's suitability for advanced studies, and his or her promise for success. We therefore welcome the thoughts of the referent on the applicants' intellectual strengths and academic capacities. We would appreciate it if he/she could answer at least the following questions:

Why do you recommend this applicant to the Master Program of the PIASS?

Please write in detail your opinion with regards to the academic and study skills of the applicant. Also mention, when appropriate, specific skills and specialisations, excellence in languages (Greek/Hebrew/English/French) and such.

Also we would like the referent to state what this program would add to the academic qualities of the applicant and his/her professional career. If the applicant is an employee, please explain what the added value of the application to this program could be to the future of your organisation.

## **VIII. ESSAY (MAX. 500-600 WORDS)**

Applicants should include one essay in their application. Please write this essays (typed and double-spaced) as a response to the following questions:

- How could the study program you're applying for add to your work and life experience?
- What will be the added value?
- Describe how this study program will benefit your career, and clarify your motivation for applying.

## **IX. FINANCIAL INFORMATION**

- Students must be able to finance their own study and living expenses. Candidates should however also consider costs of travel, tuition fees, books, medical insurance, and (if applicable) visa and residence permit applications.
- In case of admission and definitive registration for the study program, students can apply for accommodation at PIASS.

**FIDES ET SCIENTIA**

**X. CHECKLIST**

I have included the following digitalised/printed documents with my application:

- yes  \*no  Certified copy/copies of diploma/s
- yes  \*no  Certified copies of transcripts: undergraduate, graduate, or post-graduate
- yes  \*no  Certified English translation of transcripts
- yes  \*no  List of other degrees
- yes  \*no  An up-to-date curriculum vitae
- yes  \*no  Two letters of reference (one preferably academic)
- yes  \*no  Copy of my ID or passport identification pages (the two pages that include my photograph and my detailed passport information)
- yes  \*no  Essay
- yes  \*no  Proof of payment of application fee
- yes  \*no  Proof of my ability to study in English
  - yes  \*no  Proof of my ability to cover all the expenses related to my studies or an official attestation of sponsorship from a financial guarantor.

\*if no, please state reason why and inform us when we can expect the required documents.

**NOTE: We need all the above mentioned documents before we can definitely consider your application.**

***Declaration & Signature***

I declare that the information provided by me is correct and complete. I understand that incomplete information will delay the application process and I accept that incorrect information will render the application invalid.

Name of the applicant:.....

Signature:.....

Date (dd/mm/yy):.....

City, country:.....