

## 網上申請入學/登記指引

希望報讀 Carey 神學院課程的弟兄姊妹，需要上網到我們的[登記網站](https://sis.carey-edu.ca) (https://sis.carey-edu.ca) 申請。共有三個步驟：

- 1) 輸入個人資料，成為申請人。
- 2) 選擇課程，遞交申請表。
- 3) (申請獲通過後) 選讀學科。

以下是一些使用網站申請時應注意的事項：

### 1) 輸入個人資料：

一共有四頁，在完成每一頁的時候請按下方的“Save”(下左圖)。順利填妥每一頁，右邊的目錄項(下右圖)會出現綠勾 (green tick)：

The screenshot displays two parts of the application interface. On the left, a 'Security Questions' form is shown with five questions and their corresponding answers in input fields: 'What was your childhood nickname?' (Kid), 'What is the name of your favorite childhood friend?' (King Kong), 'What school did you attend for sixth grade?' (Christian Elementary), 'What is your favorite sports?' (Surfing), and 'What is the model of your first car?' (Ferrari). Below the form are 'Save' and 'Cancel/Reset' buttons, with the 'Save' button circled in red. On the right, a navigation menu is visible with sections for 'ACCOUNT/PROFILE' and 'ACADEMICS'. Under 'ACCOUNT/PROFILE', there are four items: 'Personal Information', 'Contact Details', 'Church, Language and Employment Information', and 'Picture Upload'. Each of these four items has a green checkmark to its left, indicating they have been completed. Red arrows point from the checkmarks to the left. Under 'ACADEMICS', there is a link for 'Request Transcript'.

由於網站程式以英文寫成，所以使用中文字母或會出現問題。例如在第一頁設定五條保險問題時 (Security Questions，見上左圖)，請不要使用中文；英文字母也是 case sensitive – 即是能辨別大寫和小寫，所以務請你把答案小心抄記下來，以免日後忘記。

### 2) 選擇課程：

擁有至少學士學位的學生，可選讀基督教研究文憑課程(“Diploma in Christian Studies Chinese”)<sup>1</sup>。這課程的學生可在日後進讀碩士課程 (道學碩士 MDiv，或被認可中的基督教事工碩士 MAAM)。報讀這文憑課程有五個要求：

- i. “Academic Qualifications” (學歷要求 – 證書、成績單)
- ii. “Admission Essay” (入學申請文章 – 可用中文填寫)
- iii. “References” (兩個推薦人 – 一名教牧推薦人、一名友人推薦人)
- iv. “Application Fee” (\$65)
- v. “Ministry Experience” (事奉經驗 – 可用中文填寫)

<sup>1</sup> 沒有學士學位的申請人仍可以「成年學生」(mature student) 身份嘗試報讀課程。我們每個課程可取錄少量成年學生。



每完成一個要求，右邊的“status”便會顯示“Completed”。雖然有些需要時間完成的（例如寫推薦信、從國內寄出證書或成績單<sup>2</sup>），但在輸入有關資料後（例如所完成的大學課程、或推薦人身份資料），status 仍會變成“Completed”。當五項都完成，申請人必須按下“Reviewed and Submit”，不然登記處就不會收到進行的指示：

	Status
<b>Academic Qualifications</b> List below in the order in which they were attended, beginning with high school, all institutions of formal education in which you have studied. Official transcripts are required for those applying to Certificate, Diploma, Masters or Doctoral programs. It is your responsibility to request that official transcripts be sent directly to Carey (request form provided on last page of this application form) from all institutions you have attended.	Completed
<b>Admission Essay</b> Provide a written statement outlining: - your journey of the Christian faith, - relationship with your community of faith, - reasons for applying to this program, - description of your current ministry context and ministry goals for the future, - a self-assessment of your character and ministry giftedness, and - any other relevant information for consideration on admission.	Completed
<b>References</b> Please provide required number of references for the program. References must have known you for over 1 year, and may not be related to you.	Completed
<b>Application Fee</b> Pay the application fee of \$65 (Canadian currency).	Completed
<b>Ministry Experience</b> Ministry Experience (For all ministry programs) List all ministry experience including positions or offices held and recognition received.	Completed

When you complete the above application sections, the following button will be activated. You will be able to submit your application by clicking 'Reviewed and Submit' button. Before you submit the application, we strongly advise you to review your application as some of the sections will not be accessible for update after you submit your application.

登記處收到申請表後就會查看你的資料，在收到所有文件後便會通知你申請是否獲通過。

### 3) 選讀學科：

申請獲接納後你可到[網址](http://www.carey-edu.ca/register/) (http://www.carey-edu.ca/register/) 選讀學科。學費每學分 \$320，請向所屬教會查詢是否能有學費資助。

若有其他問題，請向中文部唐先生 Clement 查詢（電話：6045180687；電郵：ctong@carey-edu.ca），謝謝！

<sup>2</sup> 中文的證書和成績單可由中文部認證，不用翻譯。