

# Admissions & Student Support



## Supporting Documentation & Information

### Partner Onboarding Process

Kairos University works with partners to collect student information (i.e., application form). Some partners wish to collect information themselves while others have Kairos University collect information directly from students. Either way is fine. The answer impacts how students work through the process and how payment works.

### Helpful Links

- **Who to Contact:** [Joel Liechty](#) provides support in this regard during the implementation step of the Partner Process.
- Helpful Links
  - [Partner Application Form](#)
  - Standard [Kairos University Application](#)
  - Email [Joel Liechty](#)
  - [Withdrawal or Leave of Absence Form](#)
  - Sample [Student Dashboard View \(Airtable\)](#)

### Helpful Resources

There are two basic ways that we think about admissions and student support through our partnership.

#### **Collaborating Partners: Kairos collects student information.**

Students use our normal application process, have access to our admissions staff for questions and support, and simply select their partnership during the application process. In most all ways, students in this partnership have the typical experience of a normal Kairos student.

The process for collaboration partners entails: The admissions process begins with the default Kairos University application process, which starts on the website by clicking Apply. When people fill out that form, they are emailed instructions for the rest of the process. Having the students complete the form on the Kairos website is often easier for partners.

Students will use the default Kairos Application Process and will receive an official acceptance letter from Kairos University if admitted. Each partner will also receive a unique, password-protected link to view their students' information. Here is a [sample](#).

#### **Integrated Partners: The partner collects student information**

Some partners want or need to have more control over how students experience the admissions process. Examples include:

- Partners who need to support the admissions process in a different language.

- Partners who wish to contextualize the admissions process.
- Partners who wish to collect tuition from students or in some unique way (See [Finances & Tuition Documentation](#) ).
- Partners with international students (not from Canada or the United States).

Some partners choose to support students during the Kairos University application process and collect and submit all required information on behalf of the student via our Partner Application Form. This allows Integrated Partners to contextualize the Kairos University student application process, collect additional information they might need (as a partner), help manage the student relationship, and more. The partner helps prospects apply to Kairos University, including capturing all fields required on the Partner Application Form including transcripts, resume and a signature page (if the student lives in the US). For information on what is required for each program level, see the appendix below.

### Application Process for Integrated Partners

- You (the partner) will identify someone on your team who will be trained by Kairos to support applicants from your partnership in the Kairos Admissions admissions process.
- You will collect all applicant information and manage all the details of this process with people from your organization who want to apply to be Kairos University students. If you need help thinking through how to collect and capture this information, we are happy to think this through with you. Typically, partners find launching with a few initial students is helpful to learn various processes and systems.
- You will support and manage the details of this process for gathering and submitting information.
- During Phase 3 - Implementation, we add your Organization Name to the [Partner Application Form](#) partner dropdown list.
- You will submit all required information that Kairos University needs for each applicant. You will be responsible for completing the [partner application form](#) on behalf of each applicant (this form is not to be used by students directly). When completing the form, select your organization from the Partner dropdown list. We encourage partners to combine all required files into one PDF when submitting via the Partner Application form. This form is *only* to be used by partners supporting applicants in the Kairos application process for prospective students. During *Phase 4 - Launch and Support* we will provide a discount code to waive the application fee.
- Applicants from a partner (you) can then be officially admitted as students of Kairos University. Applicants, if accepted, will receive an official acceptance letter from Kairos University with your admissions contact included in the email. If we are missing any student information, we will follow up with the partner admission liaison directly to track down anything missing.
- Once the student receives the letter, they will know they are a student of Kairos University.
- You will notify us when a student is ready to start the degree/program.
- When a student is ready to start, an email (either by you or by us) is sent to the student with instructions on how to get started with their program.

### Ongoing Student Support

**Collaborating Partners:** Kairos University provides ongoing student support throughout their program and through graduation.

**Integrated Partners:** Integrated partners provide ongoing student support throughout their program, helping students if they need to submit forms, (e.g., leave of absence, withdrawal, graduation, etc.). Integrated partners are the primary place of contact for their partner students.

### **Withdrawal or Leave of Absence**

For withdrawal or leave of absence for a student, we will need you to fill out this form on their behalf. That form will move a student's status to "withdraw" or leave of absence. A student's ID number is required for submitting this form. This can be found in your Partner Student Dashboard View ([Airtable link](#)). This is the standard procedure whenever a student was listed as "student" in the system but needs to take a leave of absence, or be withdrawn. It's a pretty quick and easy form to fill out, but this allows our system to track everything.

# Appendix A: Required application documentation for each Kairos University degree level

This resource is provided for your convenience. The University Catalog, Student Handbook and Kairos.edu website provide the most up to date and official information.

## **Associate's & Bachelor's level**

*A high school degree or its equivalent, with a grade point average of at least 2.5 on a 4.0 scale.*

- Application
  - Includes signature page and SSN.
  - The signature page and SSN is not required for integrated partners who use the Partner Application Form.
  - Integrated partners use the Partner Application Form
- High School Diploma (transcript with GPA of 2.5 or higher) or documentation for passed GED or equivalent test

## **Graduate Certificate:**

*A baccalaureate degree*

- Application
  - Includes signature page and SSN.
  - The signature page and SSN is not required for integrated partners who use the Partner Application Form.
  - Integrated partners use the Partner Application Form
- College Transcript - Bachelor's degree (Transcript with GPA 2.5 or higher)<sup>1</sup>

## **Master's level:**

*A baccalaureate degree or its equivalent from an accredited institution, with a grade point average of at least 2.5 on a 4.0 scale (3.0 for M.A. in Counseling and M.A. in Marriage and Family Therapy applicants). M.A. in Counseling applicants who have not achieved a 3.0 grade point average may take the Graduate Record Examination to be considered for admission. An applicant possessing a baccalaureate degree from an institution not holding accreditation from a recognized accrediting agency may be considered for admission under the undergraduate degree exemption.*

- Application
  - Includes signature page and SSN.
  - The signature page and SSN is not required for integrated partners who use the Partner Application Form.

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<sup>1</sup>If a student does not have a college transcript or undergraduate degree, with extensive documentation, a student with a bachelor's equivalence may be able to apply without an undergraduate degree. Applicants must provide extensive documentation of the equivalent of a bachelor's degree: high school diploma, professional resume, and documentation of any other substantive learning experiences. This is outlined in the Kairos University Catalog

- Integrated partners use the Partner Application Form
- College Transcript - Bachelor's degree (Accredited institution w/GPA of 2.5+ or 3.0+ as noted OR documentation related to degree exemption process for non-accredited degree)

### **Doctoral level:**

#### Doctor of Ministry

*Completion of an accredited Master of Divinity degree with at least a 3.0 grade point average and significant ministry experience. Students without an accredited Master of Divinity degree may be admitted upon fulfillment of the six criteria developed by the Association of Theological Schools: (a) the ability to thoughtfully interpret scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate.*

- Application
  - Includes signature page and SSN.
  - The signature page and SSN is not required for integrated partners who use the Partner Application Form.
  - Integrated partners use the Partner Application Form
- College Transcript - Master of Divinity (Accredited institution w/GPA of 3.0+ as noted OR documentation related to ATS six criteria)
- Significant ministry experience

#### Doctor of Professional Counseling

*Completion of an accredited master's degree in counseling, psychology, social work, or school counseling, with a minimum 3.0 grade point average; at least three years of experience in the field subsequent to completion of the master's degree; involvement in field work related to the program; copy of licensure (LPC, LMFT, LPA, LMSW, LCSW, LSC) or school counselor certification with expiration date noted; proof of liability insurance (minimum 12-month policy); and mandatory background check. Students with earned master's degrees from non-accredited schools may be accepted on a case-by-case basis by meeting additional requirements and demonstrating evidence of expertise and readiness for the program.*

- Application
  - Includes signature page and SSN.
  - The signature page and SSN is not required for integrated partners who use the Partner Application Form.
  - Integrated partners use the Partner Application Form
- College Transcript - Master's in counseling related field (Accredited institution w/GPA of 3.0+ in counseling, psychology, social work, or school counseling OR documentation as requested for non-accredited students)

- Three+ years of counseling field related work
- Proof of licensure (LPC, LMFT, LPA, LMSW, LCSW, LSC) or school counselor certification --with expiration date noted
- Proof of liability insurance
- Completion of background check

Doctor of Theology/Doctor of Philosophy

*Completion of an accredited master's degree (with at least a 3.0 grade point average) in a discipline or field related to the specialization one pursues for the ThD or PhD. Evidence of graduate-level writing ability in the English language; a TOEFL score may be requested of those for whom English is a second language.*

*Additional ThD requirements: Significant experience as a ministry practitioner, with a commitment to utilizing your theological acumen for the improvement of ministry practice in the wider Church. Applicants without evidence of theological education or expertise may be asked to acquire or demonstrate such prior to full admission. Language requirements are determined by the area of specialization one pursues; those without prerequisite languages required by their mentor team may be asked to acquire such before entering the dissertation phase of the program.*

- Application
  - Includes signature page and SSN.
  - The signature page and SSN is not required for integrated partners who use the Partner Application Form.
  - Integrated partners use the Partner Application Form
- College Transcript - Master's degree in discipline or field related to specialization one plans to pursue (accredited w/ 3.0+ GPA)
- Evidence of graduate-level writing ability in English
- Professional resume

Note: this is subject to change based on requirements from accreditors, licensure organizations, and internal Kairos education platform requirements.

## Appendix B: Application Steps and Timeline (Draft)

- Students may [request information](#) and indicate that they are with a partner. We document that a student is associated with a partner and point them in the right direction as needed. The student will receive an automated email with more information which (varies based on the program of interest).
- Application is submitted
  - Collaborating Partners:
    - The student applies on the [website](#).
    - The student is sent an automated email with links to submit the Signature page and their transcripts.
  - Integrated Partners:
    - Partner admission liaison collects documents, vets, and submits the [Partner Application Form](#) on behalf of the student. Integrated partner students do *not* use this form. This is to be used by the partner liaison on behalf of the student.
    - For partners with an Airtable Student Dashboard link, partner applicants will show up in this dashboard with an Application/Student ID.
- Once all application materials are submitted and the application is complete, the student is sent an automated email indicating that their application is complete and that the admissions team will be reviewing the application.
- Kairos University reviews all student files and will admit (or deny) the student based on our admissions requirements.
- Once accepted, the student receives an acceptance letter. For partners wishing to be CC'd on acceptance letter emails, the partner admission liaison is also included in the email with the PDF acceptance letter.
  - Collaborating Partners: This email also invites collaborating partner students to register for Starting Well on Pathwright which initiates student payment (collaborating) and starts their program journey. Students wanting to start at a later date may wait to register for Starting Well.
  - Integrated Partners: Integrated partner students typically receive a separate welcome email from the partner with information on how to get started (with a similar link to Starting Well and a discount code, since Integrated Partners pay a partner tuition fee directly to Kairos).
- Student creates a membership on Pathwright and registers for Starting Well
  - Collaborating students: They will be prompted to also start their subscription.
  - Integrated students are provided a coupon code to avoid paying for a subscription.
  - During Starting Well, the student will work to select the members of the mentor team. During the step "Contact your Kairos Advisor," the student will be able to discuss who their faculty mentor may be (if not already selected through the partnership).
  - The student will also be provided their student ID during Starting Well
  - In the "Mentor Team" lesson of Starting Well, the student will work to identify a personal and vocational mentor, asking these potential mentors to fill out a

Mentor Agreement Form provided there.

- Once a mentor completes the Mentor Agreement Form, the Kairos Advisors will add these mentors to the student's mentor group on Pathwright.
- Mentors will be able to log in and see their student(s) under their Home Page under "People."



## Revision History

Jul 30, 2024 : clarified that SSN and Signature page are not needed for integrated partners who are required to use the Partner Application Form. Added note that all information in this document is secondary to the University Catalog, Student Handbook and Kairos.edu website.

Jul 8, 2024 : Added Appendix B: Application steps & timeline

Aug 21, 2024 : updated *Application Steps and Timeline* to better distinguish integrated and collaborating differences and more accurate representation of the process.