



## International Student Orientation Document

Revised May 8, 2025

### Quality Assurance Requirements

Northwest College and Seminary is authorized by the Legislative Assembly of British Columbia to award theological degrees. You can read the act [here](#). Northwest is fully accredited by the [Association of Theological Schools](#) in the United States and Canada and has candidate status for full accreditation with the [Association for Biblical Higher Education](#). Our accreditation with these bodies means that we make ourselves accountable to these two associations that consist of peer institutions to help us follow established standards and best practices for delivering quality higher education. Northwest is also an [Education Quality Assurance designated](#) institution in British Columbia. International students are eligible to enroll in our degree programs on study permits.

### Admission Policies

- For undergraduate programs Northwest requires academic records from your secondary (High School) education.
- For undergraduate degree completion programs (BACL and BACL Korean) Northwest requires a minimum of 30 hours of General Studies so academic records from all post-secondary education must be provided.
- For all graduate level programs (M.Div., MABL, MATS) Northwest requires academic records from all of your post-secondary education.
- For the Doctor of Ministry program Northwest requires a Master of Divinity or its equivalent, so those academic records need to be provided.
- To be admitted into the KDMN program, applicants normally are required to have a Master of Divinity degree with a grade point average of at least 3.0 (B average) and three years of ministry experience. Applications can be completed online on the Northwest website. Applicants are required to provide:
  1. Official academic transcripts for undergraduate and graduate degrees
  2. References
  3. A personal photo
  4. A summary of the applicant's conversion and vocational ministry experience
  5. An application fee (\$150 CAD)

Applicants may also be considered for admission if they have at least 72 semester hours of graduate studies that include the completion of a master's degree that reflects broad-based work in biblical studies, theological studies and ministry practice. The master's degree is required to have a GPA of 3.0 (B average) and all additional courses must have received a grade of at least a B or 3.0.

### ***ACTS Programs***

Northwest cooperates with the Associated Canadian Theological Schools of Trinity Western University in offering some academic programs. For ACTS Programs:

- A bachelor degree from an accredited university or college with a minimum 2.5 GPA (on a 4.0 GPA scale).
- Two references in support of your application - one reference from a pastor or spiritual mentor and the second as an academic or character reference.
- Transcripts from all your post-secondary studies. These should be sent directly from all your previous educational institutions to ACTS. Transcripts must be submitted in English or accompanied by a notarized translation. [Non-North American transcripts may require a Canadian degree equivalency evaluation.](#)

## **Language Proficiency requirements**

Students interested in Korean-language programs must be native speakers of Korean. If applying for an English-language program, students for whom English is a second language are required to provide an English Proficiency Score as a part of the application process. We require this to ensure that all students are ready to enter and excel in their programs. With this in view, the minimum English proficiency test scores required for Northwest programs are as follows.

### ***Northwest Programs***

<b>Level</b>	<b>TOEFL</b>	<b>IELTS</b>	<b>CELP</b>	<b>DuoLingo</b>
Undergraduate Certificate, Diploma, BA (Completion) English-Language	88	6.5	8	115
Graduate Certificate, Diploma, MA, MDiv - English-Language	88	6.5	8	115

## **ACTS Programs**

Northwest cooperates with the Associated Canadian Theological Schools of Trinity Western University in offering these programs.

<b>Program</b>	<b>TOEFL</b>	<b>IELTS</b>	<b>DuoLingo</b>
Diploma, MA, MDiv	90	6.5	Not accepted
MALT, MTS, MTh, DMin	100	7.0	Not accepted
Korean and Mandarin Programs	Not Required	Not Required	Not accepted

## **Credential Assessment**

Northwest Admissions requires all applicants to provide official academic records (official academic transcripts) of all previous education. To be considered official, academic records must either be received in official envelopes, sealed and endorsed by the issuing institution, or be received via secure electronic delivery directly from the issuing institution. All academic documents must be provided in English (for translations see below).

- For undergraduate programs Northwest requires academic records from your secondary (High School) education;
- For undergraduate degree completion programs (BACL and BACL Korean) Northwest requires a minimum of 30 hours of General Studies so academic records from all post-secondary education must be provided;
- For all graduate level programs (M.Div., MABL, MATS) Northwest requires academic records from all of your post-secondary education;
- For the Doctor of Ministry program Northwest requires a Master of Divinity or its equivalent, so those academic records need to be provided.

## **Documents that are not in English**

If your educational documents are not in English, they must be included with a complete word-for-word (literal, not evaluative) English translation from a Canadian-certified translator. If you are submitting your documents from outside Canada and cannot obtain a translation from a Canadian-certified translator, you may submit a translation from an official translator in your home country. This translation must also be completely accurate or Northwest Admissions will require a new translation from a Canadian-certified translator.

For more information on required documents, please visit the required [Academic Records](#) page of the Northwest website.

## Programs

Northwest offers the following programs for Korean students:

- Bachelor of Arts in Christian Leadership (BACL) 크리스찬 리더십 학사 학위 컴플리션 과정
- Master of Arts in Global Christian Leadership (MA-GLK) 글로벌 크리스천 리더십 MA 과정
- Master of Divinity in Global Christian Leadership (MDiv-GLK) 글로벌 크리스천 리더십 MDiv 과정
- Doctor of Ministry in Global Christian Leadership (DMin) 글로벌 크리스천 리더십 목회학 박사 과정

## Instruction and courses

**Bachelor of Arts in Christian Leadership (BACL)** 크리스찬 리더십 학사 학위 컴플리션 과정

성과들은 각 프로그램의 파트너들에 따라 맞춤형으로 진행된다.

*\*Outcomes are customized with each partner, the outcomes below represent one standard version\**

- CBE-101: 준비되라 Be Prepared
- CBE-102: 복음을 알라 Know the Gospel
- CBE-103: 하나님을 알라 Know God
- CBE-104: 성경을 연구하라 Study the Bible
- CBE-105: 제자가 되라 Be a Disciple
- CBE-106: 공동체에 소속되라 Be in Community
- CBE-107: 관계적이 되라 Be Relational
- CBE-108: 하나님을 예배하라 Consistently Worship God
- CBE-109: 자신의 맥락을 파악하라 Know Your Context
- CBE-110: 자신이 누구인지 알라 Know Who You Are
- CBE-201: 계시를 발견하라 Discover Revelation
- CBE-202: 구약 해석 Interpret the Old Testament
- CBE-203: 신약 해석 Interpret the New Testament
- CBE-204: 하나님을 추구하라 Pursue God
- CBE-205: 교회에 참여하라 Engage the Church
- CBE-206: 믿음으로 걸으라 Walk By Faith
- CBE-207: 소망을 구현하라 Embody Hope
- CBE-208: 이웃을 사랑하라 Love Your Neighbour
- CBE-209: 팀을 이끌라 Lead a Team
- CBE-210: 소명을 확인하라 Articulate Your Call
- CBE-301: 기도하라 Practice Prayer
- CBE-302: 성령을 구하라 Seek the Holy Spirit
- CBE-303: 거룩함을 추구하라 Strive for Holiness
- CBE-304: 책임감 있게 살아라 Live Responsibly

- CBE-305: 역사와 연결하라 Connect with History
- CBE-306: 의도적으로 하나님을 예배하라 Intentionally Worship God
- CBE-307: 다른 문화와 복음을 나누라 Share the Gospel with Cultures
- CBE-308: 미디어와 소통하라 Engage Media
- CBE-309: 정의를 수호하라 Advocate for Justice
- CBE-310: 의미있게 소통하라 Communicate Meaningfully
- CBE-410: Reflect and Launch (1cr)

## **Master of Arts in Global Christian Leadership (MA-GLK) 글로벌 크리스천 리더십 MA 과정**

### *Research & Writing*

- MCS 500Q - Introduction to Global Leadership Program
- MCS 810Q - MA Graduating Project

### *Biblical Studies*

- BIB 505Q - Biblical Interpretation
- BOT 520Q/BNT 540Q - OT Foundations OR NT Foundations
- BNT 634Q - Gospel of Mark
- BOT 670Q - Isaiah

### *Theological Studies*

- THS 571Q - Theology I
- THS 671Q/672Q - Theology II OR Theology III

### *History & Culture Studies*

- CCM 612Q - Global Theologies
- CCM 643Q - World Faiths & Ways of Religion
- CCM 660Q - Dynamics of Cross-Cultural Leadership

### *Leadership Formation*

- CLD 510Q - Foundations of Christian Leadership
- CLD 531Q - Personal Dimensions of Leadership Development
- CLD 532Q - Power, Change, & Conflict
- CLD 533Q - Mentoring, Team-Building, & Equipping
- CLD 591Q - Special Topic: Global Leadership

### *Ministry Skills*

- PTH 600Q - Pastoral Formation
- PTH 613Q - Evangelism & Faith Formation

## **Master of Divinity in Global Christian Leadership (MDiv-GLK) 글로벌 크리스천 리더십 MDiv 과정**

### *Research & Writing*

- MDV 500Q - Introduction to MDiv Global Leadership Program

### *Biblical Studies*

- BIB 505Q - Biblical Interpretation
- BIB 520Q - Old Testament Foundations
- BIB 540Q - New Testament Foundations
- Old Testament Elective
- New Testament Elective

### *Biblical Languages*

- BNT 501Q - Introductory NT Greek I
- BNT 502Q - Introductory NT Greek II
- BNT 601Q - NT Greek Exegesis I
- BNT 602Q - NT Greek Exegesis II

### *Theological Studies*

- THS 571Q - Theology I
- THS 671Q - Theology II
- THS 672Q - Theology III

### *History and Culture Studies*

- CCM 612Q - Global Theologies
- CCM 661Q - Church and World Mission
- CCM 663Q - History of the Non-Western Church
- THE 680Q - Christianity and Culture

### *Leadership Formation*

- CLD 510Q - Foundations of Christian Leadership
- CLD 531Q - Personal Dimensions of Leadership Development
- CLD 532Q - Power, Change, & Conflict
- CLD 533Q - Mentoring, Team-Building, & Equipping
- CLD 591Q - Special Topic: Global Leadership
- CCM 660Q - Dynamics of Cross-Cultural Leadership

### *Pastoral Theology*

- PHT 600Q - Pastoral Formation
- PTH 603Q - Integrative Preaching
- PTH 605Q - Pastoral Counselling
- PTH 613Q - Evangelism & Faith Formation
- CHM 500Q - Educational Ministry in the Church

### *Internship*

- INT 500Q - Internship: Introduction and Orientation
- INT 501Q - Internship: Pastor and Organizational Leadership
- INT 502Q - Internship: Pastor and People
- INT 503Q - Internship: Pastor and Communication
- INT 504Q - Internship: Pastor and Discipleship
- INT 505Q - Internship: Pastor and Ordination

### **Doctor of Ministry in Global Christian Leadership (DMin)** 글로벌 크리스천 리더십 목회학 박사 과정

### *Courses*

- KDM 900 Introduction to the Program, Development of Research Competence, & Preparation of a Dissertation Proposal
- KDM 905 Leadership and Globalization: Global Leadership Theory and Its Practice Within a Christian Frame of Reference
- KDM 920 Global Leadership Issues I: Mentoring, Coaching, and Equipping
- KDM 906 A Biblical Theology of Kingdom Leadership Serving the Missio Dei
- KDM 907 Global and Cross-Cultural Dimensions of Christian Leadership & Leadership Development
- KDM 921 Global Leadership Issues II: Power, Conflict, Governance, and Staffing in Global Leadership Contexts
- KDM 908 Global Leadership and Spiritual/Ethical Formation
- KDM 909 Global Leadership, Institutional Culture and Change OR KDM 913 Pastoral Counseling in Global Context
- KDM 910 Global Leadership, Religious Values and the Marketplace
- KDM 911 Global Leadership and Communications OR KDM 912 Christian Leader as Global Theologian
- KDM 914 Biblical Theology in Context

### *Thesis Project*

- KDM 945 Thesis Project Seminar I
- KDM 946 Thesis Project Seminar II

## Services

### *Wellness Centre*

The Trinity Western University Wellness Centre provides Health & Mental Health Services through clinic appointments with Doctors, Registered Nurses, Registered Clinical Counsellors (RCC), and Counselling Interns.

**Location:** 2nd floor of Douglas Centre beside the Westcoast Collegium.

**Hours:** 8 a.m. – 4:30 p.m. Monday–Friday (excluding holidays), closed 12-1 p.m. for lunch.

### *Writing Centre*

We encourage all international students taking programs taught in English to take advantage of the [TWU Writing Centre](#). This is a resource to help you with your writing skills and assignments. The Writing Centre is located in the Douglas Centre Building on the TWU campus.

### *Perkins Korean-Language Theological Library & Resource Centre*

We encourage all students taking the Korean BACL or KDMN programs to take advantage of the Perkins Korean-Language Theological Library & Resource Centre. This resource is there to help you with your writing skills and assignments. We are located in Northwest Seminary in Fosmark Centre on the TWU Campus.

### *Student Life*

The Dean of Students oversees Northwest student services. Student Services seeks to promote student success, well-being, and spiritual support to all students.

## Academic Terms

Northwest offers courses using a 2-semester system (Fall term; Spring term), and on occasion offers instruction during the summer. For up-to-date information about our academic calendar, please visit the Northwest website [here](#).

## Grading and Academic Standing Policies

Each program has its own grading system. For CBTE programs, the grading rubric is posted [here](#). Grading rubrics for course-based programs are included in the course syllabi. Grades are available to students through the student portal.



## **Academic Standing – Doctor of Ministry (Korean)**

International students must be enrolled full-time in a Northwest academic program and maintain an acceptable GPA to be considered an International Student in good standing.

Northwest's Registrar reviews the academic progress of students at the end of each term. Reviews take into account the cumulative GPA of students and assess student progress according to the following criteria:

1. A GPA equal to the graduation requirement for the KDMN program (3.0 GPA for course work and B- for the thesis project). This includes any courses transferred into the program.
2. Students with provisional admission similarly must achieve a minimum 3.0 GPA for any additional courses required.

Northwest's Registrar will notify the KDMN Program Director and Co-director if a student is below the minimum GPA requirements, who will use the following criteria to determine the next course of action:

1. How far below the GPA requirement is this student?
2. How far along in the program is this student?
3. Has there been any instance of academic dishonesty by this student?

## ***Academic Probation (KDMin)***

With the above in view, if Academic Probation is determined to be the best course of action, the primary goal will be to restore students to academic success and to help them maximize their learning and growth. At the same time, Northwest sees it as a point of institutional integrity to not permit further registrations and collect further tuition fees from students who are not demonstrating the ability to complete the KDMN program successfully.

Possible measures to take with students who are struggling to flourish academically are as follows:

1. Repeat the course(s) affected
2. Take additional course work
3. Restrict their level of enrolment to help them carry an academic load within the limits of their own schedule and abilities
4. Require students to step out for at least one course cluster, and in some cases, not allow any further registration if a student has a poor academic track record (including a GPA significantly below the graduation requirement, such as more than 1 full point below the requirement) or has shown to be academically dishonest (e.g. has committed plagiarism).

In the case of a failed thesis project, once the processes outlined in the Thesis Project Manual for remediating core issues are exhausted, there are no further means available to the student for completing the program.

Once a course of action is determined, an interview with the student will occur and a letter will be placed in the student's file in order to keep a record of this meeting.

*Note: Students on Academic Probation are not eligible for financial aid.*

### **Academic Standing – Bachelor of Arts in Christian Leadership (Korean)**

International students must be enrolled full-time in a Northwest academic program and maintain an acceptable GPA to be considered an International Student in good standing.

Students in the *Bachelor of Arts in Christian Leadership (Korean)* must maintain an acceptable rate of progress in the program as well as an acceptable Grade Point Average to be considered a student in good Academic Standing.

Northwest's Registrar reviews the academic progress of students at the end of each term.

### ***Academic Probation (KBACL)***

Students in the KBACL may be placed on academic probation if they fail to meet the established competency benchmarks or demonstrate insufficient progress toward program completion.

Academic probation serves as a warning and an opportunity for students to address academic challenges and improve performance.

#### **1. Competency Assessment:**

Students will be assessed by their mentors no later than at the end of each term. If a student fails to meet competency benchmarks, they may be placed on academic probation. The competency benchmark is to submit 8 assignments within a given semester. If a student fails to meet this benchmark, mentors will engage with the student to identify any possible extraneous circumstances that may have prevented their achievement of the benchmark. If the mentors do not identify any valid reasons, they will report to the program director or the assistant director.

#### **2. Insufficient Progress:**

Students failing to make satisfactory progress, as defined by program timelines (see above), may be subject to academic probation.

### ***Academic Probation Procedures***

1. Notification: Students on academic probation will be notified in writing, specifying the reasons for probation and the necessary steps for improvement.

2. Academic Support: Students on probation will be encouraged to seek academic support services provided by the seminary, such as tutoring or additional resources.

3. Probationary Period: The probationary period will be one semester, and students must demonstrate improvement by submitting 8 assignments within that timeframe.

#### *Removal from Program Criteria*

Students may be removed from the program if they fail to show improvement during the probationary period.

1. Failure to Meet Probationary Criteria: Students who do not meet the specified criteria for improvement during the probationary period may face removal from the program.

#### *Removal Procedures*

1. Notification: Students facing removal will be notified in writing, outlining the reasons for removal and any appeal processes available.

2. Appeal Process: Students have the right to appeal the removal decision. The appeal will be made to the Academic Dean and the process will include a letter providing details of their appeal.

3. Final Decision: The final decision regarding program removal rests with the Academic Dean. With the recommendation of the program leader the Dean will take into consideration the student's performance, circumstances, and any appeals made. The Academic Dean reserves the right to allow the student another probationary semester in which the benchmark remains the same (8 assignments).

#### *Reinstatement*

Students who have been removed from the program may be eligible for reinstatement after a one year, contingent upon meeting specific conditions outlined by the academic administration.

### **Medical insurance for international students taking the Korean language BACL or DMIN**

Medical Insurance is mandated by the Province of British Columbia for all international students. Non-Canadian students living in Canada must enroll with BC Medical Services Plan in order to attend school. The website for medical insurance info can be found [here](#).

International students (and family members) who are new to BC are required to sign up for interim health insurance, until MSP is active. If you are an American student living in the US and commuting for classes, you must ensure that your medical insurance extends to your travels to and from Canada.

## Medical insurance for international students taking course-based degrees

Medical Insurance is mandated by the Province of British Columbia for all international students. Non-Canadian students living in Canada must enroll with BC Medical Services Plan in order to attend school. The website for our medical insurance info can be found [here](#).

International students (and family members) who are new to BC can sign up for interim health insurance GuardMe. Required info can be found [here](#).

If you are an American student living in the US and commuting for classes, you must ensure that your medical insurance extends to your travels to and from Canada.

Information on medical insurance and other health services available to you can be found at the [TWU Wellness Centre](#).

## Housing and Cost of Living

Northwest/ACTS Seminaries does not have housing available for international students. Trinity Western University has a [housing website](#) that you can access to see what's available in the community. There may be very limited housing available on the campus for graduate students. The website will give you all the information you need, including a person to contact, so you can begin your search.

Due to a tight housing market with an approximately 1.5 to 2 percent vacancy rate, renting a 2-bedroom apartment in BC costs between \$1,800.00 and \$3,000.00 per month. Students should prepare to spend an additional \$1,500.00 to \$2,000.00 on living expenses.

If you plan to rent housing during your studies, it is important to know that tenants have important rights regarding quiet enjoyment, dispute resolution with landlords, and housing security. You can learn more about these at the Government of BC [website](#). If you need to apply for housing-related dispute resolution assistance, you may do so [here](#).

## Tuition Costs

Tuition and fees vary by program. You may learn more about the tuition for your program [here](#).

## Tuition & Fees Due Dates and Late Payment Charges

CBTE Students are invoiced for tuition and fees two or three times each year with payments due on **September 1, January 1, and May 1**. Invoices will be emailed to the student's [@nbseminary.ca](mailto:@nbseminary.ca) email address prior to each payment due date and will include a link for online payment. Tuition & Fees are payable upon receipt of the invoice and before the payment due date. A late fee of 3% will be applied to any outstanding balance at the start of the second month of the term. Please note that failure to pay in full by the end of the second month of the term could result in immediate suspension from the online platform and a review of the student's continuation in the program.

## Refund Policy

Description	Weeks	Refund
Students who withdraw during the first 2 weeks of a term are eligible to receive a full refund of the tuition they have paid for that term. The withdrawal deadline is 4:00pm on Friday of the second full week following the term date.	1 & 2	100%
Students who withdraw between weeks 3 to 6 of a term are eligible to receive a pro-rated refund of the tuition they have paid for that term based on the week they withdraw.	3	70%
	4	60%
	5	50%
	6	40%
	7	0%

## Class Attendance

Students are required to attend all class sessions. Attendance is tracked by instructors and records are filed with the Academic Coordinator. Students who do not attend class are considered non-participants in a course and are subject to reductions in their grade.

## Dispute Resolution

For routine or minor disagreements, we encourage students, staff, and faculty to follow the principles for dispute resolution outlined in Matthew 18, to work together in seeking resolution to points of tension or disagreement. Students can appeal any decisions and/or actions concerning academic matters (e.g. grading) concerning a class, classes, outcome, and/or outcomes part of their course-based, CBTE, English, Korean, French, and/or Spanish program associated with Northwest.

In cases where a student in a Northwest program wishes to appeal a grade, assessment, or other treatment by an instructor, the student may appeal to the Academic Dean for investigation and resolution. The appeal must include all relevant details such as specific times, places, course assignments, and any other evidence that indicates the instructor is treating the student unfairly. In cases involving a Northwest student in an ACTS program, an appeal can be initiated by completing this form and sending it to the ACTS Academic Director, the ACTS Academic Success Committee.

If a student is making an appeal, they are required to provide context and rationale(s) for their appeal, and be willing to respond via email or in person to any questions, comments, and/or

suggestions made in response to the appeal. If a student's appeal concerns a grade (or grades), they must be initiated no later than sixty (60) days after the grade (or grades) in question have been issued.

For disputes related to non-academic matters, students are encouraged to first speak to those involved directly in the hopes of resolving the issue privately. However, this is not always possible or safe. In such cases students may bring the matter to the Dean of Students, who will work with the parties involved to find resolution. For matters related to bullying, harassment, sexual harassment, please see the "Bullying, Harassment and Sexualized Violence Policy" in the student handbook.

## **Employment rights and conditions in British Columbia**

International students can work up to 20 hours per week off campus. This includes any practicums or internships that are a requirement of your academic program. Please consult the [Immigration Canada website](#) for full information and regulations governing all off campus work for International students.

Employers must follow government standards for terms of employment, employee safety, working conditions, minimum wage, statutory holiday pay, and other important matters. Workers in BC also have important employment rights such as the right to refuse unsafe work, bullying and harassment, discrimination, pay standards, and other issues. You can learn more about these policies, regulations, and services available to workers [here](#). If you are facing difficulty and need assistance you may file a complaint [here](#).

*\*Graduates of our programs are not eligible for the Post-Graduation Work Permit Program.*

## **Critical Incident and Management Policy**

### **24/7 Emergency Contacts**

**Call 911 in emergencies.**

**First aid:** 604-513-2099 (on-campus telephone, dial 2099)

**Security:** 604-513-2099 (on-campus telephone, dial 2099)

### **Emergency Response Policy**

As an affiliated institution, Northwest participates in Trinity Western University's Critical Incident and Management policy. The University maintains an Emergency Response Plan that assigns responsibility to designated TWU Offices and guides members of the TWU community in preparing, activating, mobilizing, implementing and terminating an institutional response to an imminent or current crisis, threat, emergency or disaster in order to reduce the negative impact of the situation on members and visitors to TWU, on institutional property, and on the local

environment, expeditiously restoring University operations and academic programs to their normal status.

To learn what to do in case of emergency, please visit [here](#). You can read the full policy [here](#).