

School of Theology and Ministry

APPLICATION 2013–2014



THE GRADUATE PROGRAMS OF SEATTLE UNIVERSITY



Application Instructions and Procedures

Thank you for applying to Seattle University. This packet contains copies of the required admission documents for the graduate programs of the School of Theology and Ministry.

All application materials must be received by the application deadline to receive full consideration. The priority deadlines are listed below. Late applicants will be considered on a space available basis. *International applicants should refer to deadlines listed on page 3 as they may be earlier.*

The following documents should be sent directly to Graduate Admissions using the address noted at the top of the application form:

- Complete graduate application form and a \$55 non-refundable application fee. The fee is waived for Seattle University alumni and employees.
- Submit an official, degree-posted transcript from the last 90 quarter/60 semester graded credits of your bachelor's degree, including any transfer institution credit earned during this time period. Official transcripts from any post-baccalaureate institution will also be required. Exceptions to the policy are noted with the degree requirements.
- Evidence of the minimum of an earned four-year baccalaureate degree from a regionally accredited institution.

- Students who have earned degrees from institutions issuing non-graded transcripts must submit official results from the Miller Analogy Test (MAT).
- Students for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62 or an institutional MELAB result of at least 83%.

Refer to the documents required by your program on the next page of this application packet. Test scores must be sent directly from the testing agency. Some programs will require that specific documents be sent directly to the department so please send them in a separate envelope.

Priority Application Deadlines for Terms of Entry in 2014-15	Summer	Fall
Doctor of Ministry	March 1	
Relationship and Pastoral Therapy	March 1	
Pastoral Leadership Certificate	March 1	
Master's programs and all certificates but Pastoral Leadership	April 1	June 1
Christifideles MAPS	February 15	February 15
<i>International student deadlines are earlier; see page 3.</i>		

School of Theology and Ministry

Be sure your name is on all supporting documents submitted for review.

Additional requirements for the Doctor of Ministry program:

- 1) Successful completion of at least 7 months of Pastoral Leadership Certificate at Seattle University, including demonstrated capacity to conduct discipline appropriate research
- 2) Master of Divinity degree or its equivalent from an accredited institution (with 3.0 GPA on scale of 4.0) required. Equivalency and substitutions determined at discretion of Admissions Committee. Ministerial experience not considered equivalent of, or substitute for MDiv degree
- 3) Evidence of minimum of three years of full-time professional ministerial experience subsequent to MDiv degree or its equivalent. In March-April of Post-Master's Certificate in Pastoral Leadership year, interview with Director of DMin to chart course for either completion of the PMC-PL or DMin
- 4) If planning to study on an F-1 student visa, a completed Declaration of Finance form required and provided in packet

Additional Requirements for the Post-Master's Certificate in Pastoral Leadership:

- 1) Master's degree in a ministry-related program. from an accredited institution (with 3.0 GPA on scale of 4.0) required. Equivalency and substitutions determined at discretion of Admissions Committee.
- 2) Official transcripts of all graduate-level coursework
- 3) Two recommendations from an endorsing official using STM form provided
- 4) Autobiographical statement (5-8 pages) including:
 - A) Account of your life and important events and relationships, highlighting impact of these on your development (3-5- pages)
 - B) Several paragraphs (2-5 each) addressing the following:
 - Impression of this program and expectations of it
 - Discussion of professional skills and understandings you seek through participation in STM and areas of personal growth most important to you
 - Listing of formal and informal education over last three years, e.g. workshops, institutes, readings, etc.
- 5) Major ministry or church-related experiences, noting whether done part-time or full-time and years when engaged (for MATL applicants, major work experiences that developed your leadership abilities) Ministry experience statement including the following:
 - A) List last three ministry positions held; your position and dates, including functions best describing present ministry
 - B) Current program or activities, for which you have leadership responsibilities, best reflecting your vision and ministry. Following review of application materials, qualified candidates contacted for interview.

Additional requirements for all STM master-level and post-master's certificate programs, except Pastoral Leadership:

- 1) Official transcripts from all post-secondary, regionally-accredited institutions attended in last 60 semester/90 quarter credits of bachelor's degree as well as any post-bachelor's credit reflecting cumulative GPA of 2.75 or higher. If GPA falls below 2.75 or if graduated from non-grading institution, Miller Analogy Test (MAT) required. 3.00 GPA required for international and Relationship and Pastoral Therapy applicants.
- 2) Two recommendations from ministry-related professionals addressing readiness for ministry (Counseling Ministry for Relationship and Pastoral Therapy; Leadership skills for Transformational Leadership degree) using forms provided
- 3) Résumé reflecting at least 2 years of related experiences in ministry, education or service as professional or volunteer (including social service for Relationship and Pastoral Therapy applicants)
- 4) Interview with STM admissions committee faculty
- 5) Autobiographical statement (5-8 pages) that includes:
 - A) Account of your life and important events and relationships, highlighting impact of these on your development (3-5 pages)
 - B) Several paragraphs (2-5 each) addressing the following:
 - Impression of this program and expectations of it
 - Discussion of professional skills and understandings you seek through participation in STM and areas of personal growth most important to you
 - Listing of formal and informal education over last three years, e.g. workshops, institutes, readings, etc.
 - Major ministry or church-related experiences, noting whether done part-time or full-time and years when engaged (for MATL applicants, major work experiences that has developed your leadership abilities)

International Applicants

To allow for application processing, overseas mailings, and visa processing, international applicants living overseas should submit an application six to nine months prior to the quarter they wish to enroll or by the program deadline, whichever is earlier. Students who submit complete applications before the following dates will receive priority consideration:

Summer Quarter	January 1
Fall Quarter	March 1

A evaluation requiring official transcripts is required from all applicants who attended or completed their bachelor's and /or master's degree at an institution outside of the United States. The evaluation is not an English translation of the mark sheets, but a separate document completed by an evaluation service which shows that the degree received outside the US is equivalent to a US degree and a GPA is calculated. Seattle University only accepts evaluations from the following agencies: 1) Educational Credential Evaluators (ECE) – We require the Course by Course Evaluation with Grade Average. More information on the transcript evaluation process and the evaluation application can be found at www.ece.org or 2) Educational Perspectives (EP) – We require the Detailed/Course by Course report. Directions and additional information specific to Seattle University can be found at <http://www.edperspective.org/seattleu/>

Transcripts

In addition to the transcript evaluation, applicants must also submit to Seattle University Graduate Admissions one set of official transcripts, mark sheets, and degree certificates for all institutions attended in the last two full years of coursework in both original language and in English.

**** Documents must be received in an unopened envelope sealed by the institution to be considered official. Photocopies, scanned copies, and faxes are not accepted as official documents.*

Declaration of Finance

International applicants seeking an F-1 student visa must also submit the Declaration of Finances form available with this application packet before I-20 documents can be issued.

Culture and Language Bridge Program

Certain programs may consider applicants with a minimum TOEFL of 86 (IBT), 567 (PBT), IELTS score of 6.5, PTE score of 58 or an institutional MELAB result of 80%, but you will be required to participate in the graduate section of the Culture and Language Bridge (CLB) program in your first term of study. The CLB program develops all phases of academic English and helps students overcome cultural barriers in the classroom. The graduate section is a 6-credit program and a 5-credit Business Communications class taken in the first quarter for students who have completed the equivalent of English 110 and based on a placement exam. For more information about CLB, call 206-296-6064 or consult the website at www.seattleu.edu/academics/bridge/.



OPTIONAL INFORMATION

Are you of Hispanic/Latino Origin? Yes No

If Yes, please specify:

- Central American Hispanic Puerto Rican Spanish
- Chicano/a Latino/a South American
- Cuban Mexican Hispanic Other _____

Race: Please mark all that apply:

American Indian

- Native Alaskan Native American Native Other _____

Asian

- Asian American Indian Korean Vietnamese
- Chinese Indonesia Pakistani
- Filipino/a Japanese Asian Other _____

Black/African American

- African Black Caribbean West Indian
- African American Black Other _____

Native Hawaiian/ Pacific Islander

- Guamanian/Chamorro Native Hawaiian
- Samoan Pacific Islander Other _____

White/Middle Eastern

- White Caucasian/European Russian/Eastern European
- Arab Israeli Middle Eastern Other _____
- Middle Eastern White Other _____

Religious Preference _____

Gender

- Male Female

Will you be applying for financial aid?

- Yes No

Do you have employer tuition assistance?

- Yes No

Would you like information on services available to those with physical or learning needs?

- Yes No

Please tell us your veteran status

- No relationship, not a veteran Currently serving
- Previously served Current dependent

Branch: Air Force Army Coast Guard
 Marine Corps Navy

Current status: Active Duty Military Veteran of U.S. Armed Forces U.S. Reserves or National Guard

Are you also applying to other programs?

- Yes No

If Yes, Institution Name(s) and Program _____

Employment History (Please complete even if résumé is attached)

Current Employer/Organization _____ Employer Phone _____

Employer Address _____ City _____ State _____ Zip _____

Job Title _____ Dates Employed (Mo/Yr to Mo/Yr) _____ Part-time Full-time

Previous Employer/Organization _____ Employer Phone _____

Address _____ City _____ State _____ Zip _____

Job Title _____ Dates Employed (Mo/Yr to Mo/Yr) _____ Part-time Full-time

University Relationship

Do you have any family members who attended or graduated from Seattle University? Yes No If yes, please list below.

Name	Relationship	Date Attended (Mo/Yr to Mo/Yr)	Graduation Year

- How did you first hear about our graduate programs? Friend/co-worker Campus Event Employer Event Graduate School Fair
 Radio Advertisement Print Advertisement Web Advertisement Seattle U Web site
 Graduate Schools Search site _____

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information, such as failure to list all schools, colleges or universities attended, may result in the denial of this application, or subsequent dismissal from the university and loss of credit.

Full Legal Signature _____ Printed Name _____ Date _____

Programs

THEOLOGY AND MINISTRY

- Doctor of Ministry **DMIN**
- Pastoral Studies **MAPS**
- Relationship and Pastoral Therapy **MRPT**
- Transformational Leadership **MATL**
- Transforming Spirituality **MATS**
with Studies in Spirituality Specialization
with Spiritual Direction Specialization

- Joint Transformational Leadership and Juris Doctor **MTLJ**
- Divinity **MDIV**
with PM-Certificate in Spirituality **MDVS**
with PM-Certificate in Spiritual Direction **MDSD**
- Certificate of Graduate Studies in
Diaconal Ministries **CDMN**

- Post-Master's Certificate in Transforming Spirituality **CTS**
with Studies in Spirituality Specialization **CTSS**
with Spiritual Direction Specialization **CTSD**
- Post-Master's Certificate in Pastoral Counseling **CPCN**
- Post-Master's Certificate Pastoral Leadership **CPLP**
- Post-Master's Certificate in Pastoral Theology **CPTH**

Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant _____ Month and date of birth (MM/DD) _____

Name and title of recommender _____

Relationship of recommender to applicant _____ From _____ To _____

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. Choose one option:

- I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.
- I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

Part B – Please rate the applicant in each of the areas listed below, using the following key:

Not Descriptive	Somewhat Descriptive	Descriptive	Very Descriptive	Don't Know
1	2	3	4	5

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Has sense of family history (e.g., is able to describe family values, influences and patterns). <input type="checkbox"/> Can describe the people, events, and situations that have had significant influences on personal development. <input type="checkbox"/> Is in good physical condition, with the endurance, enthusiasm, and vigor normally expected for the tasks of daily life. <input type="checkbox"/> Maintains health by using preventive health measures, including responsible use of drugs and alcohol. <input type="checkbox"/> Is committed to regular, on-going education and intellectual concerns, and is enthusiastic about such interests. <input type="checkbox"/> Knows how to express self/thoughts/knowledge both verbally and in writing. <input type="checkbox"/> Possesses critical skills with an ability to be both creative and logical. <input type="checkbox"/> Is capable of graduate-level study. <input type="checkbox"/> Possesses good communication skills, including an ability to <i>listen</i> and to <i>articulate</i> thoughts and feelings clearly. <input type="checkbox"/> Is able to recognize and respect the point of view of others. <input type="checkbox"/> Is sensitive (in a positive way) to racial, ethnic, and gender issues. <input type="checkbox"/> Is able to interact appropriately in social settings. <input type="checkbox"/> Is emotionally mature, understanding the sources of his or her emotional responses, responding to situations with consistent and appropriate feelings. <input type="checkbox"/> Has a sense of self-worth; is aware of his or her skills and talents. <input type="checkbox"/> Is comfortable with the sexual dimensions of his or her person. | <ul style="list-style-type: none"> <input type="checkbox"/> Exhibits a capacity for intimacy, showing capacity for self-disclosure, empathy, and inclusiveness and shows an ability to sustain close enduring relationships. <input type="checkbox"/> Maintains a variety of relationships, including friendships, work relationships, and family ties. <input type="checkbox"/> Exhibits a capacity for autonomy, showing ability to act independently, make decisions, set boundaries, etc. <input type="checkbox"/> Is effective in the use of personal power, using authority in a productive and sensitive manner. <input type="checkbox"/> Is able to accept legitimate or constituted authority, especially with reference to taking direction and working in a cooperative manner. <input type="checkbox"/> Is able to relax and enjoy leisure (e.g., vacation, recreation, socializing, hobbies). <input type="checkbox"/> Demonstrates self-sufficiency (e.g., able to manage personal finances, maintain regular employment, take part in household maintenance, show general self-motivation and initiative). <input type="checkbox"/> Has an active faith life (e.g., personal prayer, reflection, worship in a faith community, etc.). <input type="checkbox"/> Demonstrates a commitment to on-going spiritual growth (e.g., through spiritual direction, sacramental participation, retreats, etc.). <input type="checkbox"/> Has a history of service to others. <input type="checkbox"/> Is aware of and is personally involved in contemporary issues, such as human rights issues and human service needs. <input type="checkbox"/> Can clearly articulate his or her reasons for entering a ministerial formation program. |
|--|---|

1) What do you consider to be the applicant's assets (skills, talents, interests, personal qualities)?

.....
.....
.....
.....

2) What do you consider to be the applicant's significant limitations (physical, mental, social, emotional)?

.....
.....
.....
.....

3) In your opinion, how would you assess the applicant's character and level of maturity?

.....
.....
.....
.....

4) In your opinion, how would you assess the applicant's level of spiritual growth and development?

.....
.....
.....
.....

5) What experiences in ministry/service/clinical counseling has the applicant had?

.....
.....
.....
.....

If you were in a position to do so, and if this applicant were a trained pastoral minister or counselor, would you hire him or her?

- Yes, without qualifications
- Yes, with the following qualifications:
- No, because of the following reasons:

.....
Signature of recommender

.....
Date

.....
Phone number

.....
Email Address

Please make a photocopy for your records. Return completed form before deadline to:

**Seattle University
Graduate Admission Office
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090**

Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant _____ Month and date of birth (MM/DD) _____

Name and title of recommender _____

Relationship of recommender to applicant _____ From _____ To _____

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. Choose one option:

- I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.
- I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

Part B – Please rate the applicant in each of the areas listed below, using the following key:

Not Descriptive	Somewhat Descriptive	Descriptive	Very Descriptive	Don't Know
1	2	3	4	5

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Has sense of family history (e.g., is able to describe family values, influences and patterns). <input type="checkbox"/> Can describe the people, events, and situations that have had significant influences on personal development. <input type="checkbox"/> Is in good physical condition, with the endurance, enthusiasm, and vigor normally expected for the tasks of daily life. <input type="checkbox"/> Maintains health by using preventive health measures, including responsible use of drugs and alcohol. <input type="checkbox"/> Is committed to regular, on-going education and intellectual concerns, and is enthusiastic about such interests. <input type="checkbox"/> Knows how to express self/thoughts/knowledge both verbally and in writing. <input type="checkbox"/> Possesses critical skills with an ability to be both creative and logical. <input type="checkbox"/> Is capable of graduate-level study. <input type="checkbox"/> Possesses good communication skills, including an ability to <i>listen</i> and to <i>articulate</i> thoughts and feelings clearly. <input type="checkbox"/> Is able to recognize and respect the point of view of others. <input type="checkbox"/> Is sensitive (in a positive way) to racial, ethnic, and gender issues. <input type="checkbox"/> Is able to interact appropriately in social settings. <input type="checkbox"/> Is emotionally mature, understanding the sources of his or her emotional responses, responding to situations with consistent and appropriate feelings. <input type="checkbox"/> Has a sense of self-worth; is aware of his or her skills and talents. <input type="checkbox"/> Is comfortable with the sexual dimensions of his or her person. | <ul style="list-style-type: none"> <input type="checkbox"/> Exhibits a capacity for intimacy, showing capacity for self-disclosure, empathy, and inclusiveness and shows an ability to sustain close enduring relationships. <input type="checkbox"/> Maintains a variety of relationships, including friendships, work relationships, and family ties. <input type="checkbox"/> Exhibits a capacity for autonomy, showing ability to act independently, make decisions, set boundaries, etc. <input type="checkbox"/> Is effective in the use of personal power, using authority in a productive and sensitive manner. <input type="checkbox"/> Is able to accept legitimate or constituted authority, especially with reference to taking direction and working in a cooperative manner. <input type="checkbox"/> Is able to relax and enjoy leisure (e.g., vacation, recreation, socializing, hobbies). <input type="checkbox"/> Demonstrates self-sufficiency (e.g., able to manage personal finances, maintain regular employment, take part in household maintenance, show general self-motivation and initiative). <input type="checkbox"/> Has an active faith life (e.g., personal prayer, reflection, worship in a faith community, etc.). <input type="checkbox"/> Demonstrates a commitment to on-going spiritual growth (e.g., through spiritual direction, sacramental participation, retreats, etc.). <input type="checkbox"/> Has a history of service to others. <input type="checkbox"/> Is aware of and is personally involved in contemporary issues, such as human rights issues and human service needs. <input type="checkbox"/> Can clearly articulate his or her reasons for entering a ministerial formation program. |
|--|---|

1) What do you consider to be the applicant's assets (skills, talents, interests, personal qualities)?

.....
.....
.....
.....

2) What do you consider to be the applicant's significant limitations (physical, mental, social, emotional)?

.....
.....
.....
.....

3) In your opinion, how would you assess the applicant's character and level of maturity?

.....
.....
.....
.....

4) In your opinion, how would you assess the applicant's level of spiritual growth and development?

.....
.....
.....
.....

5) What experiences in ministry/service/clinical counseling has the applicant had?

.....
.....
.....
.....

If you were in a position to do so, and if this applicant were a trained pastoral minister or counselor, would you hire him or her?

- Yes, without qualifications
- Yes, with the following qualifications:
- No, because of the following reasons:

.....
Signature of recommender

.....
Date

.....
Phone number

.....
Email Address

Please make a photocopy for your records. Return completed form before deadline to:

**Seattle University
Graduate Admission Office
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090**

Declaration of Finances.

Please use enclosed form and obtain the appropriate signatures. Students receiving scholarships from their governments or employers must submit letters verifying such scholarship awards.

Immigration policies requires that Seattle University verify the financial resources of all international applicants. This form is for that purpose.

Please note the estimated costs are for one academic year (three quarters). You are required to certify that you or your sponsor have the amounts calculated below. These estimated costs do not include transportation costs to and from the United States.

*It is important to remember that student visa holders are not authorized to work in the United States except under special circumstances. You should not plan on supporting your education through employment while being a student. **There is no financial aid available for international graduate students.***

Instructions for completing the Declaration of Finances form

- Find your total yearly estimated costs.
- Have your sponsor complete, sign, and date the student section of this form.
- Have the bank verify your sponsor's funds and sign and date the bank verification section (include bank stamp or seal).
- If the bank verification section is submitted with a bank letter, please be certain it certifies sufficient funds as stated below.
- Sign and date the statement of responsibility section.
- Photocopies, electronic copies, and facsimiles of signatures and bank stamps/seals are acceptable. For students currently living in the United States, corresponding dates must be within 6 months of quarter of entry. For students living outside of the U.S., corresponding dates must be within twelve months of the quarter of entry.
- All portions of this International Student Declaration of Finances must be completed for admission consideration and issuance of an I-20A.

Estimated Graduate Expenses for 2013-2014

Tuition: *based upon 9 credits per quarter for three quarters*

Arts Leadership	\$ 17,577
Business (MBA, MPAC, MSF)	\$ 21,006
Computer Science and Software Engineering	\$ 21,006
Criminal Justice	\$ 17,577
Education-Master and Education Specialist programs	\$ 16,146
Education Doctoral Program	\$ 19,116
Nonprofit Leadership and Public Administration	\$ 17,577
Nursing (DNP)	\$ 18,495
Nursing (MSN)	\$ 17,955
Psychology	\$ 17,577
Sport Administration and Leadership	\$ 18,900
Theology and Ministry programs	\$ 16,308
Room and Board:	\$ 12,525
Personal expenses and health insurance	\$ 4,656
Student Total	\$ 33,327–38,187
Dependents:	\$9,785 for first dependent
	\$4,893 for each additional

Annual Expenses Worksheet:	Your tuition charges	\$ _____
	Room and Board	\$ 12,525
	Personal expenses and health insurance	\$ 4,656
	Dependants	\$ _____
	Total resources needed	\$ _____