

# UNIVERSITY OF DALLAS

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## School of Ministry

### Application for Graduate Admission

To be considered for admission into the School of Ministry, an applicant must provide the following:

1. A completed application form with date and signature. Include three required essays (more information found on the last page of this application; **essays are not required for applicants seeking special student status**).
2. A non-refundable fee of \$50.00. Applications received without the fee will not be reviewed.
3. Official transcripts sent **directly to School of Ministry from each** college or university attended by the applicant. A transcript must be received from every institution attended, even if no credit was earned. Transcripts issued to students are not considered official and will not be accepted.
4. Three forms and letters of recommendation sent **directly to School of Ministry**. One letter each should be provided by a pastor, a professor or employer, and a lay leader who have taught or worked with applicant in a ministerial context. Letters from relatives or fiancés will not be accepted. Forms provided by School of Ministry should be used. (*Both letter of recommendation form and personal letter from recommender must be received.*) **Recommendations are not required for applicants seeking special student status.**
5. International students must demonstrate English language proficiency, normally by presenting an acceptable score of 80 (IBT) on the Test of English as a Foreign Language (TOEFL) or by holding a degree from an accredited English language college or university.

#### **Deadlines:**

All items of an application must be received by July 15 for admission in the Fall semester, by November 15 for admission in the Spring semester, and by April 15 for Summer admission.

Any questions about admissions procedures and any element of the application should be directed to the administrative assistant.

School of Ministry  
University of Dallas  
1845 E. Northgate Drive  
Irving, Texas 75062-4736  
Phone 972-265-5814 • Fax 972-721-4076  
Toll-Free 888-447-4777  
[www.udallas.edu/academics/ministry/programs](http://www.udallas.edu/academics/ministry/programs)

**GENERAL INFORMATION**

SS # \_\_\_\_\_

Mr.  Mrs.  Ms.  Rev.  Dcn.  Bro.  Sr.  Dr.

\_\_\_\_\_  
Last Name First Name Middle Preferred Name

**CURRENT MAILING ADDRESS:**

**PERMANENT ADDRESS (if different from mailing address):**

\_\_\_\_\_  
Number and Street Number and Street

\_\_\_\_\_  
City/State/Zip City/State/Zip

\_\_\_\_\_  
County Phone ( ) Area Code County Phone ( ) Area Code

\_\_\_\_\_  
Fax ( ) Area Code Email \_\_\_\_\_

\_\_\_\_\_  
Date of Birth Place of Birth  
Month Date Year City State Country

Citizenship:  USA  Other \_\_\_\_\_ Native Language \_\_\_\_\_

\_\_\_\_\_  
Visa Type Visa Number

If U.S. Permanent Resident: Residency Date \_\_\_\_\_ Alien Registration Number \_\_\_\_\_

**OPTIONAL: FOR STATISTICAL PURPOSES ONLY**

Ethnic Background:  Black, Non Hispanic  American Indian  Hispanic  
 Asian/Pacific Islander  White, Non-Hispanic

Male  Female  Married  Single  Widowed  Separated  Divorced

Religion: \_\_\_\_\_  Lay Person  Priest  Deacon  Religious

Parish, Church or Synagogue: \_\_\_\_\_ Diocese/Province: \_\_\_\_\_

Military Status:  Non Applicable  Veteran  Non-Veteran: Draft Classification: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THE SCHOOL OF MINISTRY GRADUATE PROGRAMS?**

\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL INFORMATION**

1. Are you covered by accident and hospital insurance?  No  Yes:

Name of Company \_\_\_\_\_ Policy Number \_\_\_\_\_

2. If you are employed (full or part-time) please complete the following:

Employer \_\_\_\_\_ Your position \_\_\_\_\_

Address \_\_\_\_\_  
Street and Number City/State/Zip

Phone Number ( ) \_\_\_\_\_ Employed since \_\_\_\_\_

# ACADEMIC INFORMATION

For the Term Beginning:     Fall                       Spring                       Summer                      20\_\_\_\_\_

1. Program:             Theological Studies  
                          Theological Studies (Biblical Theology concentration)  
                          Religious Education (*not available completely online*)  
                          Catholic School Leadership (*not available completely online*)  
                          Catholic School Teaching with focus in:  
                                    \_\_ Teaching all subjects including religion (*not available completely online*)  
                                    \_\_ Teaching religion in grades 6-8 (*not available completely online*)  
                                    \_\_ Teaching religion in grades 9-12 (*not available completely online*)  
                          Pastoral Ministry with focus in:  
                                    \_\_ Family Ministry (*not available completely online*)  
                                    \_\_ Youth Ministry (*not available completely online*)  
                                    \_\_ Health Care Ministry (*not available completely online*)  
                                    \_\_ Pastoral Life & Admin. (*not available completely online*)  
                                    \_\_ Hispanic Ministry (*not available completely online*)  
                                    \_\_ Campus Ministry (*not available completely online*)  
                                    \_\_ Church Management (*not available completely online*)

2. Student Status:     Graduate Degree Seeking  
                                     Graduate Certificate Seeking  
                                     Special Student Status Seeking

3. Three persons you have requested to send references:

Pastor (Name) \_\_\_\_\_

Professor/Employer (Name) \_\_\_\_\_

Lay Leader (Name) \_\_\_\_\_

4. List **all** colleges or universities attended. Failure to list all colleges attended will be considered intentional omission for cause and will become reason for subsequent disciplinary action if enrolled.

Institution	From	To	Degree(s)	Major	Date Received

5. If you were registered in any educational institution under any variations of your name as it now appears on this application, please give such names here. (Affidavit will be requested where necessary.)

\_\_\_\_\_

6. Have you previously applied for admission to the University of Dallas?  No     Yes:

Year \_\_\_\_\_ Were you accepted? \_\_\_\_\_ Did you register? \_\_\_\_\_

Explanation \_\_\_\_\_

7. Have you ever been, or are you now subject to probation, suspension, or dismissal from another institution?  No     Yes:

Explanation \_\_\_\_\_

8. Have you ever been convicted of a felony?     No     Yes:

Explanation \_\_\_\_\_

9. Foreign language proficiency:    Read \_\_\_\_\_    Speak \_\_\_\_\_

10. Academic Honors: \_\_\_\_\_

If you would like to be considered for financial assistance, including state and federal grants and loans, please call the Financial Aid Office at (972)721-5266.

If you would like to be considered for scholarship support from the School of Ministry, please check the appropriate box(es) below (please note that special students are not eligible for any School of Ministry scholarship funds):

- None Requested
- School of Ministry Graduate Tuition Scholarship
- Diocesan/Parish full-time employee (additional letter from supervisor is required)

## APPLICATION ESSAYS

(applicants applying for special student status do not need to submit essays)

1. Theological Reflection Essay (choose one) and answer (in 500 words or less) *one* of the questions presented below.

- a. Read chapter one from John F. Haught's *God After Darwin: A Theology of Evolution* (included) and answer one (1) of the following questions:
  - In light of the essay you just read, how would you respond to the assertion that truth is one, there is no essential conflict between faith and science? Please give examples. How would you respond to a parishioner seeking your wisdom who asks how to deal with the teaching of evolution in the local high school biology class?
  - Respond to these questions posed by Haught, in the context of the pastoral life of parish, school, ministry, etc.: "But what if God is not just an originator of order but also the disturbing wellspring of *novelty*? And, moreover, what if the cosmos is not just an 'order' (which is what *cosmos* means in Greek) but a still unfinished *process*?" (p.6)

Or

- b. Read the USCCB's *Called and Gifted for the Third Millennium* (<http://www.nccbuscc.org/laity/calleden.shtml>) and answer one (1) of the following questions:
  - Of the four "calls" identified in "Called and Gifted for the Third Millennium" choose one on which to reflect. Describe that call in your own words and from your own experience. Where do you see evidence that this call is being expressed in parish life?
  - Consider the various challenges for the future named in the document. What is one you find especially pertinent to your own situation, talents, spirituality, passions, etc. What are some specific ways you would propose meeting that challenge? What challenge would you add, if any, in light of the Church today?

2. Biographical Essay

Please write a one-page essay (250 words) on your faith experience, your life experience, and your motivations for applying for admission. Reflect and share the events and experiences of your life which have brought you to this stage of your development.

Include:

1. your major interests and activities in college,
2. the focus of your activities if you have been out of college for one year or more,
3. your experiences in ministry or other types of service, and
4. your employment experiences.

3. Statement of Goals and Objectives

Please write a one-page essay discussing:

1. the reasons you want to do graduate work in ministry,
2. your reasons for choosing the University of Dallas School of Ministry,
3. any specific skills or experiences you have that may relate to ministry, and
4. your specific interests and goals in the field of ministry and in your future career.

**SIGNATURE: The application will not be considered complete without a signature.**

I hereby certify that the information given in this application for admission is true, complete and accurate. I understand that any information provided by me in this application or any supplement thereto that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for acceptance, or may result in my immediate discharge from enrollment, regardless of when or how it is discovered.

If I choose to electronically sign this document, my electronic signature constitutes full acceptance of the above statement.

Applicant's Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

*The University does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.*

*Title IX Coordinator: The University has designated Janis Townsend, Director of Human Resources, as the Title IX Coordinator. Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382.*

*Unlawful Discrimination and Harassment: The University of Dallas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janis Townsend, Director of Human Resources – section 504/ADA Coordinator – Title IX Coordinator – Age Discrimination Act Coordinator – Office of Human Resources, Carpenter Hall 2nd Floor – 1845 E. Northgate Drive, Irving, TX. 75062 – (972) 721-5382.*

If you wish to make a more detailed statement about some aspect of this application, use an additional sheet.