



*Artwork by Rev. Shawna Bowman, M.Div. 2009*

## APPLICATION FOR ADMISSION

*Master of Divinity*

*Master of Arts in Urban Ministry*

*Master of Arts in Discipleship Development*

*Master of Theological Studies*

*Certificate in Theological Studies*



*Thank you* for your interest in McCormick's masters level programs. All documents submitted in support of this application become the property of McCormick Theological Seminary and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential by the Admissions Office.

All materials must be received by due date in order for your application to be considered complete. Personal interviews are required for those who wish to be considered candidates for admission. Please contact the admissions office to make arrangements.

### APPLICATION CHECKLIST

The following items must be submitted in order for your application to be considered complete:

- Non-refundable \$70 application fee.
- Official, sealed transcripts** of all academic work beyond the high school level *regardless of whether a degree was awarded.*
- Enclosed Resume (including volunteer activities)
- Autobiographical Statement

*Three letters of reference (official, sealed or electronic):*

- Church Reference
- Academic or Professional Reference
- Personal Reference

### OTHER REQUIREMENTS

- Statement of Good Standing (Applicants transferring from another institution only.)
- Background Check Consent
- An academic writing sample to be evaluated by the Language Resource and Writing Center

*Student Financial Planning:*

- Financial Assessment
- Financial Support

*For students whose first language is not English:*

- T.O.E.F.L Score

### DEADLINES

**December 1:** International Students

**March 1:** Merit scholarship consideration (must be enrolled for full-time study)

### INQUIRY INTO MINISTRY

Inquiry Into Ministry events provide an excellent opportunity for prospective students to experience McCormick and complete a personal interview.

Inquiry events are held twice a year in October and February. Learn more at: [www.mccormick.edu/content/inquiry-ministry](http://www.mccormick.edu/content/inquiry-ministry)

*Note:* All McCormick students are expected to develop the English language skills essential for full participation in academic and community life at McCormick.

# PERSONAL INFORMATION

Name (Last / First / Middle)

Other Names Used

Permanent Address (street)

(City / State / Zip / Country)

Home Phone

Mobile Phone

Work Phone

Fax

Current Address, if different from above. To be used until \_\_\_/\_\_\_/\_\_\_.

E.mail Address

Name of Spouse / Partner

Date of Birth (Month / Day / Year)

Place of Birth

Country of Citizenship

Gender:  Male  Female

## INTERNATIONAL STUDENT APPLICANTS

Are you a permanent resident?  Yes  No

What language(s) do you speak? (Please indicate first language)

What is your visa classification in the U.S.A.?

Visa Expiration

## HOW DID YOU HEAR ABOUT US?

Please indicate how you first learned about the McCormick Masters Level programs:

Advertisement (where: \_\_\_\_\_)  McCormick Website  Internet Search Engine

Brochure  Seminary Publication: ( Online  Print)  Alumni  Other: \_\_\_\_\_

## DEGREE INFORMATION

Intended Year of Enrollment: 20\_\_\_\_ Applying for:  Full-Time  Part - Time

Degree for which you are applying:

Master of Divinity (M.Div.)  Master of Divinity with interest in a Dual Degree (see page 16)

Master of Theological Studies (M.T.S.)  Master of Arts in Urban Ministry (M.A.U.M.)

Master of Arts in Discipleship Development (M.A.D.D.)  Certificate in Theological Studies

## EDUCATION

List chronologically all colleges, universities and seminaries attended, regardless of degree completion, using a separate sheet if necessary (official transcripts from all schools are required for admission):

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Name of Institution Dates of Attendance / Major

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Name of Institution Dates of Attendance / Major

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Name of Institution Dates of Attendance / Major

List academic honors, prizes, fellowships or scholarships you have received or honor societies to which you belong. Additionally, are there any particular factors or circumstances (e.g. financial, health, family) that should be considered when appraising your academic record? If so, please explain (attach a separate list, if necessary):

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## EMPLOYMENT AND VOLUNTEER ACTIVITIES

Please provide a listing of your work experience attached to this application (title, place and date of your present and past professional positions). You may use a resumé, Personal Information Form or curriculum vitae for this purpose.

## CERTIFICATION

This certifies that the undersigned has completed this application and all information contained in this application is factually correct and honestly presented.

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Signature

Date

## AUTOBIOGRAPHICAL STATEMENT

The autobiographical statement is a central piece of the application for admission and plays a critical role in the evaluation of your application. It is a way to introduce yourself to the Admissions Committee. Please consider your response carefully, attending to content, style, grammatical correctness and organization of the essay. With this in mind, provide a 2-4 page, double-spaced essay (including your name at the top of each page) addressing the following:

- A. Significant life experiences that have formed your view of God, the world and self, including reference to family members and significant others, course work, church, extracurricular college activities, and service-related experiences.
- B. Your sense of call to ministry as a vocation and the direction this call is taking you, including your participation and involvement in the church.
- C. Skills and interests you bring to theological education and ministry.
- D. Your view of the church's role in the world today.
- E. Your reasons for considering McCormick for your theological education.

## ADDITIONAL INFORMATION

Are you applying to other seminaries or graduate schools?  Yes  No

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been refused admission, dismissed by a seminary, or been placed on academic probation, suspended or involuntarily withdrawn from any institution of higher education?  Yes  No (If yes, attach a separate statement of explanation.)

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## CHURCH RELATIONSHIPS

\_\_\_\_\_

Denomination	Local Church Name / Duration of Membership	Local Church Pastor's Name
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\_\_\_\_\_

Local Church Address (Street)	(City / State / Zip / Country)
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\_\_\_\_\_

Ministerial Status (e.g. Licensed, Ordained, Inquirer, Under Care of Session, etc.)	Vocational Intent (Parish ministry, Campus Ministry, Chaplaincy, etc.)
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Please provide church, academic / professional, and personal references. Ask three persons (not related to you) who can write thoughtfully about your personal, academic and vocational qualifications to write recommendations on your behalf. Have these persons return the completed references to the Office of Recruitment and Admissions, in sealed envelopes. Please ask your references to sign their names where the back flap seals.

## CHURCH REFERENCE

This reference form should be completed by a pastor of the church where you hold your membership.

_____ Name	_____ Position
_____ Permanent Address (street)	_____ (City / State / Zip / Country)
_____ Phone	_____ E.mail Address

## ACADEMIC / PROFESSIONAL REFERENCE

This is an important reference for evaluating readiness for graduate study and should be completed by a professor with whom you studied in your most recent degree program(s) who can evaluate your readiness for graduate study. If your degree program is more than ten years old and you are unable to get a reference from a professor with whom you studied, request a reference from a professional supervisor or colleague who is qualified to assess your intellectual ability, critical thinking, research skills and writing ability.

Please note which reference you are submitting:  Academic  Professional

_____ Name	_____ Position
_____ Permanent Address (street)	_____ (City / State / Zip / Country)
_____ Phone	_____ E.mail Address

## PERSONAL REFERENCE

This reference form should be completed by someone who knows you in a volunteer or professional setting and can attest to your gifts for leadership.

_____ Name	_____ Position
_____ Permanent Address (street)	_____ (City / State / Zip / Country)
_____ Phone	_____ E.mail Address

**TO THE APPLICANT**

This reference form should be completed by a pastor of the applicant's local church or campus ministry (not a family member).

I understand that I waive my right to review this reference.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Degree Program

**TO THE RECOMMENDER**

This is an important reference for evaluating readiness for graduate study. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicants behalf will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. **Please keep a copy of this form for your records and mail the signed original, in a sealed envelope, to the Office of Recruitment and Admissions at McCormick Theological Seminary. Please also sign the back of the envelope, where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference.**

- How long have you known the applicant?  0-1 years  1-3 years  3-5 years  more than 5 years
- What is your overall recommendation for this applicant?
  - Strongly Recommend
  - Recommend
  - Recommend, with reservations (Please include these reservations in your written statement.)
  - Do not recommend
- Please provide a written evaluation on a separate sheet, attached to this form commenting on the following:
  - 1) Describe the applicant as a person; assessing their strengths, limitations, ways of relating to others, reactions to stress and means of resolving conflict.
  - 2) Your candid evaluation of the applicant's:
    - a. Seriousness and clarity of commitment to professional church leadership and ministry,
    - b. Ministry and leadership skills
    - c. Readiness and ability to pursue graduate theological education
  - 3) Please indicate the applicant's relationship to any church governing board other than the local congregation. (e.g. Presbytery, conference, association, council, synod, etc.)
    - a. Is the appropriate ecclesiastical body aware of the applicant's interest in theological education and preparation for ministry? (e.g. Committee on Preparation for Ministry)  Yes  No  I don't know  Not applicable
  - 4) Do you know of any reason why this application should not prepare for vocations within ministry?
  - 5) Is your church able and willing to provide financial assistance if requested to do so?
- Please evaluate the applicant in the following areas by placing a check in one box per row:

	EXCEPTIONAL	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO ASSESS
INTELLECTUAL ABILITY						
MATURITY						
ABILITY TO WORK WITH OTHERS						
WRITTEN COMMUNICATION						
ANALYTIC ABILITY						
INTEGRITY						
MOTIVATION / INITIATIVE						
ORAL COMMUNICATION						
LEADERSHIP						
JUDGEMENT						

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

# ACADEMIC OR PROFESSIONAL REFERENCE

**TO THE APPLICANT**

This reference form should be completed by a professor with whom the applicant studied in his or her most recent degree program or a professional supervisor or colleague who is qualified to assess your intellectual ability, critical thinking, research skills and writing ability.

I understand that I waive my right to review this reference.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Applicant's Name

\_\_\_\_\_  
 Degree Program

**TO THE RECOMMENDER**

This is an important reference for evaluating readiness for graduate study. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicants behalf will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. **Please keep a copy of this form for your records and mail the signed original, in a sealed envelope, to the Office of Recruitment and Admissions at McCormick Theological Seminary Please also sign the back of the envelope, where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference.**

• How long have you known the applicant?  0-1 years  1-3 years  3-5 years  more than 5 years

• What is your overall recommendation for this applicant?

Strongly Recommend

Recommend

Recommend, with reservations (Please include these reservations in your written statement.)

Do not recommend

• Please provide a written evaluation on a separate sheet, attached to this form commenting on the following:

1) How long, how well and in what type of academic / professional setting have you known the applicant?

2) Your candid evaluation of the applicant's:

a. Intellectual ability, critical thinking, research skills and writing ability

b. Any other factors that may determine readiness for graduate study

3) Evaluate the applicant's academic capacity and past academic performance as well as the individual's potential for success in graduate and professional studies. Assess the applicant's strengths and weaknesses, leadership abilities, reaction to stress and usual means of resolving conflict.

• Please evaluate the applicant in the following areas by placing a check in one box per row:

	EXCEPTIONAL	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO ASSESS
INTELLECTUAL ABILITY						
MATURITY						
ABILITY TO WORK WITH OTHERS						
WRITTEN COMMUNICATION						
ANALYTIC ABILITY						
INTEGRITY						
MOTIVATION / INITIATIVE						
ORAL COMMUNICATION						
LEADERSHIP						
JUDGEMENT						

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name (print)

# PERSONAL REFERENCE

**TO THE APPLICANT**

This reference form should be completed by someone who knows the applicant in a volunteer or professional setting and who can attest to her or his gifts for leadership

I understand that I waive my right to review this reference.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Applicant's Name

\_\_\_\_\_  
 Degree Program

**TO THE RECOMMENDER**

This is an important reference for evaluating readiness for graduate study. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicants behalf will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. **Please keep a copy of this form for your records and mail the signed original, in a sealed envelope, to the Office of Recruitment and Admissions at McCormick Theological Seminary Please also sign the back of the envelope, where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference.**

- How long have you known the applicant?  0-1 years  1-3 years  3-5 years  more than 5 years
- What is your overall recommendation for this applicant?
  - Strongly Recommend
  - Recommend
  - Recommend, with reservations (Please include these reservations in your written statement.)
  - Do not recommend
- McCormick Theological Seminary seeks persons who have demonstrated capacity for leadership. Please provide a written evaluation on a separate sheet, attached to this form commenting on the following:
  - 1) Your candid evaluation of the applicant's:
    - a. Intellectual ability, maturity, sense of responsibility, character, emotional stability
    - b. Any other factors that may determine effectiveness in a position of leadership in the church and society.
  - 2) The length of time you have known the applicant and the relationship that has formed the basis of your judgment.
- Please evaluate the applicant in the following areas by placing a check in one box per row:

	EXCEPTIONAL	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO ASSESS
INTELLECTUAL ABILITY						
MATURITY						
ABILITY TO WORK WITH OTHERS						
WRITTEN COMMUNICATION						
ANALYTIC ABILITY						
INTEGRITY						
MOTIVATION / INITIATIVE						
ORAL COMMUNICATION						
LEADERSHIP						
JUDGEMENT						

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name (print)

# STATEMENT OF GOOD STANDING

*(Transfer students only)*

**TO THE APPLICANT**

Students wishing to transfer from another theological seminary to McCormick must submit a statement of honorable dismissal with a recommendation for admission. Please have the Academic Dean at your current institution complete this recommendation.

I understand that I waive my right to review this reference.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Applicant's Name

\_\_\_\_\_  
 Degree Program

**TO THE RECOMMENDER**

Students wishing to transfer from another theological seminary to McCormick must submit a statement of honorable dismissal with a recommendation for admission. The Faculty Committee on Admissions will appreciate your candid evaluation of the application in regard to these two matters.

- How long have you known the applicant?  0-1 years  1-3 years  3-5 years  more than 5 years
- What is your overall recommendation for this applicant?
  - Strongly Recommend
  - Recommend
  - Recommend, with reservations (Please include these reservations in your written statement.)
  - Do not recommend
- Please share any other information that the Faculty Committee on Admissions might find useful in their evaluation.

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

• Please evaluate the applicant in the following areas by placing a check in one box per row:

	EXCEPTIONAL	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO ASSESS
INTELLECTUAL ABILITY						
MATURITY						
ABILITY TO WORK WITH OTHERS						
WRITTEN COMMUNICATION						
ANALYTIC ABILITY						
INTEGRITY						
MOTIVATION / INITIATIVE						
ORAL COMMUNICATION						
LEADERSHIP						
JUDGEMENT						

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name (print)

# BACKGROUND CHECK & STATEMENT OF INTEGRITY

## BACKGROUND CHECK AGREEMENT

Seminaries seek to be communities where students, faculty and staff live within a covenant of hospitality, trust and safety. These covenantal commitments are foundational to the mission of McCormick Theological Seminary, which is to foster academic excellence, formation for Christian ministry and faithful witness in mission. Furthermore, as seminaries are charged with the preparation of their students for ministry, they also are responsible for students serving in congregations and agencies in which they are placed. Their responsibilities are theological, ethical and legal. Theologically, seminaries are responsible for creating an environment that nurtures and sustains their objectives of theological education. Ethically and legally, seminaries are responsible if a student's abuse of power or role endangers or violates members of the seminary community or the congregations or agencies in which s/he serves. For these theological, ethical and legal reasons, McCormick Theological Seminary requires background checks as part of the admissions process for all entering masters students.

*By signing this agreement, I freely and voluntarily authorize McCormick Theological Seminary and / or its agents to perform a criminal background check and to verify my social security number. I also authorize McCormick Theological Seminary to make an independent investigation of my background and character which may include, but is not limited to, a review of public records, motor vehicle records, all references, past employment history and records maintained by retail protective and security associations. I understand that a criminal history may not automatically disqualify me from admission to McCormick Theological Seminary.*

*I also understand that failing to reveal and / or falsifying information relating to my application will result in denial of my application, or revoking of my admission.*

If you carry a criminal history, please check this box:  (Include an explanation of circumstances with your application.)

Signature

Date

## STATEMENT OF ETHICS AND INTEGRITY

*By the submission of this application, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance and/or termination of enrollment. Furthermore, I authorize the persons or entities to provide any relevant information to McCormick Theological Seminary for use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of McCormick Theological Seminary and will not be returned and that the application fee is not refundable under any circumstances.*

Signature

Date

*For applicants wishing to enroll in a Dual Degree program.*

McCormick has developed a program whereby students in the M.Div. Program may enroll in an approved Masters Degree program in some coordinate discipline, such as social work and library science. Students may propose dual degree programs in areas other than those in which the Seminary presently maintains regular relations. These opportunities for dual degrees provide an enriched preparation for ministry and a coordinate field. Each student's program is individually designed in consultation with the Dean of Masters Programs and the student's advisor.

**Plans for participation in the Dual Degree Program must be approved by McCormick before applications are made to the coordinate program.** Students who wish to study for the McCormick M.Div. as part of the Dual Degree Program must indicate that desire during the admissions process and be approved by the Dean of Masters Programs during the first term of studies after admission.

\_\_\_\_\_  
 Name *(Last / First / Middle)*

\_\_\_\_\_  
 Other Names Used

\_\_\_\_\_  
 Permanent Address *(street)*

\_\_\_\_\_  
*(City / State / Zip / Country)*

\_\_\_\_\_  
 Home Phone

\_\_\_\_\_  
 Mobile Phone

\_\_\_\_\_  
 E.mail

In which Dual Degree program are you interested?

M.Div. / M.S.W. with the School of Social Work Administration at the University of Chicago

M.Div. / M.S.W. with Loyola University Chicago

M.Div. / M.A. in Library Science\*

M.Div. / Other:\* \_\_\_\_\_

\*Institution: \_\_\_\_\_

## YOUR EXPENSES

*Estimate monthly expenses for you and your family when you enter seminary.*

Rent / Mortgage	_____
Utilities	_____
Transportation (commuter students)	_____
Childcare or Tuition for Children	_____
Out-of-Pocket Medical	_____
Other (describe) _____	_____
Other (describe) _____	_____
<b>Total Estimated Monthly Expenses</b>	_____

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## YOUR INCOME

*Estimate monthly while in seminary.*

Your Net Income	_____
Your Spouse / Partner's Income	_____
Income From Other Sources (SSI, disability, child support, etc.)	_____
<b>Total Estimated Monthly Income</b>	_____

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## YOUR ASSETS

Real Estate Value (less debt) other than primary residence	_____
Cash, Savings, Stocks, C.D.s and Checking Accounts (excluding 401Ks or I.R.A.s)	_____
Other Investments Not Included Above	_____
Business or Farm Market Value (less debt) (Value includes land, buildings, machinery, equipment, livestock, inventories, etc.)	_____
<b>Total Estimated Assets</b>	_____

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## YOUR DEBTS

Current Student Loan Indebtedness (total principal owed)	_____
Current Consumer Loan Debt (do not include mortgage or car loan)	_____
Other Debts	_____
<b>Total Estimated Debts</b>	_____

## EMPLOYMENT

Please indicate your intended employment status while you are in seminary (check all that apply):

- I plan to work part-time while in seminary
- I plan to end full-time employment to attend seminary
- I plan to continue my current full-time work and attend seminary
- I am unsure. If unsure, please explain:

## OTHER FINANCIAL SUPPORT

Will you be applying for support through your home church and / or from other denominational sources?  Yes  No

Please explain:

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How much assistance do you expect to receive from your parents or other family members during the coming academic year?

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How much do you expect to receive in outside grants / scholarship funds to help you meet your costs during the coming year?

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If you feel that there is information we need to consider in reviewing your request for McCormick grant aid, please use the space below or attach a separate sheet to describe your situation.

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