

APPLICATION PACKET



GRADUATE SCHOOL OF THEOLOGY

Master of Arts in Biblical Studies
Master of Arts in Ministerial Studies
Special Student
Graduate Studies Certificate Programs

Application Instructions

Submit completed application with the respective components and application fee to Global University. Before your application for admission to the Graduate School of Theology is processed, all the components required for the admission status you are seeking must be reviewed by the Dean of the Graduate School. Your application will be considered incomplete and will not be processed without *all* the items indicated below for the applicable admission status.


Components Included in Packet

- Application for Admission for Master of Arts or Graduate Certificate Studies
- Biographical Sketch of Christian Life and Service
- Reference Letter Instructions: Pastor (or other church leader) and Educator or employer
- Instructions for request for Academic Records
- Permission to Release Records

Checklist of Application Components Required and Submitted

Refer to the current Graduate Studies Catalog for admission status, program options, and requirements of the Graduate School of Theology. The following component requirements checklist is provided for your convenience.

	MA	Certificate	Special Student	Subsequent degree
Application fee	X	X	X	Subsequent degrees and certificates require a Program Change Request Fee.
Application	X	X	X	
Biographical Essay of Christian Life and Service	X	X		
Reference Letter (Pastor/Church Leader)	X	X		
Reference Letter (Educator/Employer)	X	X		
Transcripts of all degree-level work completed after Grade 12	X	X		

 GLOBAL UNIVERSITY GRADUATE SCHOOL OF THEOLOGY E-mail: gradenroll@globaluniversity.edu	1211 South Glenstone Avenue Springfield, MO 65804, USA Phone (USA) 1-800-443-1083 (Other) 1-417-862-9533	OFFICE USE ONLY:
		Student No. _____
		GSO Office Code _____
		Study Method: <input type="checkbox"/> Independent <input type="checkbox"/> Group (Check all that apply) <input type="checkbox"/> Online

APPLICATION FOR ADMISSION FOR MASTER OF ARTS OR GRADUATE STUDIES CERTIFICATE

FILL IN THE FORM FIELDS OR PRINT IN INK. Answer all questions. Check admission status desired. Submit with nonrefundable application fee and all required components to your Graduate Studies Office director. (Do not include payment for any other fees with application.)

MA in Ministerial Studies (45 credits) <input type="checkbox"/> Broad Field Plan <input type="checkbox"/> Education Concentration <input type="checkbox"/> Intercultural Studies Concentration <input type="checkbox"/> Leadership Concentration	MA in Biblical Studies (45 credits) <input type="checkbox"/> Broad Field Plan <input type="checkbox"/> New Testament Concentration Certificate (18 credits) (specify title) <input type="checkbox"/> New Testament <input type="checkbox"/> Education <input type="checkbox"/> Intercultural Studies <input type="checkbox"/> Leadership <input type="checkbox"/> Chaplaincy	Special Student (maximum of 12 credits) <input type="checkbox"/> Considering applying for full admission <input type="checkbox"/> Personal enrichment <input type="checkbox"/> Transfer credit to another school School name: _____
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PERSONAL INFORMATION. Previous studies with Global University Yes No

Student No. (Former Global University Students Only) _____

First Name _____

Middle Name _____

Last Name _____

Maiden Name _____ **Date of Birth:** As (10JAN1965) _____ / _____ / _____

Full Legal Name _____

Title: Mr. Ms. Mrs. Rev. Dr. Suffix (Sr., Jr., etc.) _____

Marital Status: Single Married Widowed Divorced **Gender:** Male Female

Home Address _____

E-Mail _____

Country of Residence _____ **Country of Citizenship** _____

Primary Language Spoken _____ **Primary Phone** _____

Present Occupation _____ **Other Phone** _____

Are you using: USA VA military benefits? Yes No

Primary Religious Affiliation <input type="checkbox"/> Assemblies of God <input type="checkbox"/> Other Pentecostal <input type="checkbox"/> Other Protestant <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Other (specify) _____	Ministerial Credentials <input type="checkbox"/> Yes <input type="checkbox"/> No Organization _____ Country _____ District _____ Credential Level _____ Date Obtained _____	How you did you hear of Global University? <input type="checkbox"/> Church/Pastor <input type="checkbox"/> Friend <input type="checkbox"/> Internet (specify) _____ <input type="checkbox"/> Magazine (specify) _____ <input type="checkbox"/> Other (specify) _____
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REFERENCES. List the names and addresses of your pastor and educator/employer of at least 1 year's acquaintance who are *not* family members and who can verify your ability to pursue a graduate (post-baccalaureate) degree. Request a reference letter from each.

Pastor/Church Leader Name	Address
Educator/Employer Name	Address

ACADEMIC INFORMATION. An official transcript is required from each school where degree work was done after Grade 12.

Name of School	City/State/Country	Dates Attended	Major	Degree(s)

THIS SIDE FOR OFFICE USE ONLY:

GSO Office Code (3 alpha characters)			
GSO Director Signature	(da/MON/year)		
	/	/	/

<p>Please consider the following:</p> <p><input type="checkbox"/> Transfer of Graduate Credit from:</p>	<p><input type="checkbox"/> Full Admission to Graduate School of Theology Comment:</p>
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<p>If accepted as a student:</p> <ul style="list-style-type: none"> I agree to the regulations governing the study program set forth by the Global University catalog in effect during the year in which I am applying and I understand that my completion of this study program does not guarantee my acceptance for any position by any church or organization. I understand e-mail is considered a primary method of communication and is intended to meet the academic and administrative needs of the University; thus, I agree to monitor my e-mail account on a regular basis. I agree to respect the standards of Global University 	<p><input type="checkbox"/> Provisional Admission to Graduate School of Theology Reason:</p> <p><input type="checkbox"/> Probationary Admission to Graduate School of Theology Reason:</p> <p><input type="checkbox"/> Special Student Admission to Graduate School of Theology Comment:</p> <p><input type="checkbox"/> Denied Admission to Graduate School of Theology Reason:</p>
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Applicant Signature	Date	Dean, Graduate School of Theology	(da/MON/year)
	(da/MON/year)		/ /



**GLOBAL
UNIVERSITY**

GRADUATE SCHOOL OF THEOLOGY

1211 South Glenstone Avenue, Springfield, Missouri 65804, USA

Phone: 1-800-443-1083 (USA); 417-862-9533 (outside USA)

E-mail: gradenroll@globaluniversity.edu

GRADUATE CANCELLATION AND REFUND POLICY

A student has the right to withdraw from any given course or program or from the Graduate School of Theology at any time. To withdraw, the student must notify the office of the Dean. The amount of all refunds is calculated from the date of enrollment or service for which a fee was paid. A student must request to withdraw from a course within nine (9) months of the enrollment date to be entitled to a tuition refund. The refund policy is as follows:

Students who withdraw within 7 days of enrolling will receive a full refund of all tuition and fees except the application fee. Students who withdraw after 7 days and before the end of the third month will receive a 50% refund of tuition and fees.

Students may withdraw after 3 months but will receive no refund.

No fee refund will be made after seven (7) business days from receipt by the director of the Graduate Studies Office of the application fee, degree (or certificate) audit fee, change of program fee, enrollment extension fee, or other fees for which charges were not included in tuition and for which specific services were performed for a student based on payment of the fee.

Refunds will be given only for materials that are in resalable condition. There will be a 20 percent restocking fee for returned materials.

BIOGRAPHICAL SKETCH OF CHRISTIAN LIFE AND SERVICE

Write a biographical sketch that relates the following phases of your Christian life:

1. Your conversion to Christ
2. Your call to Christian service
3. Particulars of your Christian service as it relates to leading others to Christ, preaching, or teaching the Word of God

Your biographical sketch should be 500–1,000 words in length. It should be neat and legible. Your name (as shown on your Application for Admission) and the page number must appear at the top of each page, along with the words “Biographical Sketch” (see the following example).

Example:

Alexander Johannes Wigglesworth

page 1

Biographical Sketch

The information about your Christian life and service will allow us to work most efficiently with you to assure that you achieve your academic, ministry, and professional goals. This essay will also allow us to evaluate English language proficiency of applicants who use English as a non-native language.

Reference Letter Instructions

All graduate degree programs require two letters of recommendation, one from a pastor or spiritual leader in your life and one from an educator or individual familiar with your academic achievements and aptitude.

Contact your references to request from each a letter of recommendation. The recommendation letters should address the following topics related to you and your life experience:

1. General moral, ethical, and spiritual character
2. Intellectual and academic aptitude, including a personal opinion regarding the likelihood you will succeed in graduate level academic studies.
3. A description of your ministry experiences and service.
4. Any known obstacles or challenges that might impede your success in the academic programs.

Reference letters should be emailed as attachments to gradenroll@globaluniversity.edu. If postal mail is preferred, please have the letters addressed to:

Admissions and Records
Global University
1211 S. Glenstone Ave.
Springfield, MO 65804
USA

Note to Graduate Studies Applicant: It is the responsibility of individual applicants to have their official academic records forwarded to Global University. Please be aware that each university will have its own forms. Please submit your request to the registrar or other authorized official at each academic institution from which you received credit for degree-level studies after Grade 12. Please note that some institutions may require a fee for providing this service.

Please have your transcripts sent to Global University at the address below.

Postal Mail: Global University
 Registrar, Graduate Studies
 1211 South Glenstone Avenue
 Springfield, MO 65804 USA



PERMISSION TO RELEASE RECORDS

Please clearly print all information – This form is required for all applicants under the age of 18, study group students, Assemblies of God ministerial credential applicants, or those who desire to be represented by other persons. **Submit this signed form with your application** or send it to GU Student Services by mail, fax, or scanned e-mail attachment (studentinfo@globaluniversity.edu).

Student ID #: _____ Date of Birth: _____
(Example: Jan/05/1987)

E-mail: _____ Phone #: _____

Student Name:

First Middle Last

Student Mailing Address:

P.O. Box or Street Address

City, State, and Zip Code

Country

I authorize Global University to release all academic and financial records to and give authorization for my courses to be ordered by the following (select all that apply):

Specified individual (spouse, parent, chaplain, etc.)

Name of individual(s): _____

Global University approved Study Group

Name of Study Group, Church, or Organization

Study Group Account #

City, State, and Zip Code

Assemblies of God District Council

Name of District: _____

This authorization is in effect until such a time that I contact Global University in Springfield, Missouri and withdraw my authorization in writing. I have read and understand Global University’s cancellation and refund policy as it pertains to the specific level of courses (BSB, undergraduate, or graduate) that are being ordered.

Student Signature: _____ Date: _____