

APPLICATION PACKET



GRADUATE SCHOOL OF THEOLOGY

Master of Divinity

Master of Divinity as Second GU Graduate Degree Doctor
of Ministry

Doctor of Ministry as Second or Third GU Graduate Degree

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 Divinity or Doctor of Ministry Studies
- Ministry Verification Form: Doctor of Ministry Applicants
- 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.

	MDiv	DMin	Subsequent degree
Application fee	X	X	Subsequent degrees and certificates require a Program Change Request Fee. DMin also requires ministry verification.
Application	X	X	
Ministry Verification Form		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: Independent Group
(Check all that apply) Online

**APPLICATION FOR ADMISSION FOR MASTER OF DIVINITY
OR DOCTOR OF MINISTRY STUDIES**

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.)

<p>MDiv: Biblical Language and Theology Track (78 credits)</p> <p><input type="checkbox"/> First Global University Graduate Degree</p> <p><input type="checkbox"/> After Global University MA Degree</p> <p><input type="checkbox"/> After Global University Graduate Certificate</p>	<p>MDiv: Christian Ministry (English Language) Track (78 credits)</p> <p><input type="checkbox"/> First Global University Graduate Degree</p> <p><input type="checkbox"/> After Global University MA Degree</p> <p><input type="checkbox"/> After Global University Graduate Certificate</p>	<p>DMin: Biblical Studies and Theology Specialization (63 credits + MA)</p> <p><input type="checkbox"/> First Global University Graduate Degree</p> <p><input type="checkbox"/> After Global University MA Degree</p> <p><input type="checkbox"/> After Global University MDiv Degree</p> <p><input type="checkbox"/> After Global University Graduate Certificate</p>	<p>DMin: Church Ministries (English Language) Specialization (63 credits + MA)</p> <p><input type="checkbox"/> First Global University Graduate Degree</p> <p><input type="checkbox"/> After Global University MA Degree</p> <p><input type="checkbox"/> After Global University MDiv Degree</p> <p><input type="checkbox"/> After Global University Graduate Certificate</p>
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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

Full Legal Name

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

Marital Status: Single Married Widowed Divorced

Gender:
 Male
 Female

Date of Birth (da/MON/year)

Home Address

E-mail

Country of Residence

Country of Citizenship

Primary Language Spoken

Primary Phone

Present Occupation

Other Phone

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	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) _____
	Organization _____ Country _____ District _____ Credential Level _____ Date Obtained _____	

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)

Doctor of Ministry – Describe your preferred dissertation research topic. 	THIS SIDE FOR OFFICE USE ONLY: GSO Office Code (3 alpha characters)	
	GSO Director Signature	(da/MON/year) / /

Please consider the following: <input type="checkbox"/> MDiv/DMin credit reduction for bachelor's degree in Bible/Theology <input type="checkbox"/> Transfer of Graduate Credit from:	<input type="checkbox"/> Full Admission to Graduate School of Theology Comment:
	<input type="checkbox"/> Provisional Admission to Graduate School of Theology Reason:

If accepted as a student: <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 Global University student e-mail account on a regular basis. I agree to respect the standards of Global University and to allow Global University to use my signature as affixed below on my Student Identification Card. 	<input type="checkbox"/> Probationary Admission to Graduate School of Theology Reason:
	<input type="checkbox"/> Special Student Admission to Graduate School of Theology Comment:
	<input type="checkbox"/> Denied Admission to Graduate School of Theology Reason:

Applicant Signature	Dean, Graduate School of Theology (da/MON/year) / /
Date (da/MON/year) / /	Comment:



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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.

MINISTRY VERIFICATION FOR DOCTOR OF MINISTRY APPLICANTS

(This form *must be* returned with all applications for admission to Doctor of Ministry degree programs.

See required application components list at the beginning of this document.)

Applicant Name (type or print)	
Address	
Student Number (Prior students of Global University)	GSO Office Code

Admission to Global University’s Graduate School of Theology to pursue a Doctor of Ministry degree is contingent upon the applicant meeting all admission requirements for the DMin program, including verifiable evidence of having completed at least three years of full-time Christian ministry (or its equivalent) prior to beginning studies in Global University’s DMin program. This requirement will be satisfied by submission of the following components.

1. An extensive account/history of your ministerial background and experience that includes the following elements:
 - a. A listing of *each* location in which you have served in ministry, including the name of the ministry, its location, the dates of service, a summary of the key activities and elements involved in that ministry, and the name(s) and contact information of individuals who can verify the length and nature of your ministry service.
 - b. Identification of what you consider to be the three greatest accomplishments of your ministerial experience, describing their impact(s) on those to whom you ministered *and* upon you individually.
 - c. Identification of the three greatest challenges or problems you have faced in your prior ministry service. Include a detailed response to the question: *“How have these challenges/problems helped me to become more effective in ministry?”*

Your name (as shown on the submission form) and the page number must appear at the top of each page, along with the words “Ministry Background” (see the following example).

Example: Alexander Johannes Wigglesworth	page 1	Ministry Background
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2. Verification of your active engagement in meaningful church or parachurch ministry, which could include your status with a ministerial credentialing authority (i.e., church, denomination, or other Christian organization). This would normally consist of a letter describing your active ministry role or stating that your credential status is active. The letter should be by a ministry leader or by an executive officer of the credentialing authority. It may also be satisfied by a copy of your current ministerial certification that includes the date, your name, your ministerial status, and the signature of one or more executive officers of the credentialing authority.
3. Your signed commitment to remain active in ministry throughout your tenure in Global University’s DMin program, as indicated by your signature below.

Check the following items to indicate your agreement/compliance with each:
<input type="checkbox"/> <i>I hereby certify that the enclosed account/history of my ministerial background and experience is true and that it correctly represents my work in Christian ministry, including the name(s) and location(s) where I served, the date(s) of service, and key activities and elements of ministry for which I was responsible and/or in which I was personally involved.</i>
<input type="checkbox"/> <i>I certify that my ministerial credential status is current and that I am, indeed, in good standing as indicated by the verifying document(s) that are included with this Ministry Verification form, OR, that I am engaged in active, meaningful ministry with a church or parachurch organization</i>
<input type="checkbox"/> <i>I affirm my commitment to remain active in ministry throughout the time period I am pursuing a DMin degree from Global University.</i>
<input type="checkbox"/> <i>If, at any time, active ministry becomes impossible during my DMin studies, I agree to immediately contact the director of the Doctoral Studies program at Global University for his/her counsel.</i>

Applicant signature	Date
Doctoral Studies Director signature	Date
Ministry requirements met <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment

BIOGRAPHICAL SKETCH OF CHRISTIAN LIFE AND SERVICE

(For MDiv applicants only.

DMin applicants follow the instructions in the ministry verification form.)

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: _____