



APPLICATION FOR ADMISSION DOCTOR OF MINISTRY DEGREE PROGRAM

Terms and procedures can be found on page 4 of this application.

TERM OF ENTRY

- ☐ January of _____ (year) Application file must be complete by September 1
☐ Summer of _____ (year) Application file must be complete by February 1

AREA OF CONCENTRATION (Select one)

- ☐ LEADERSHIP FOR WITNESS: ENGAGING PUBLIC LIFE
☐ LEADERSHIP FOR WONDER: RE-ENCHANTING CHRISTIAN LIFE

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Preferred Name _____ Social Security # _____

Sex: ☐ Female ☐ Male Gender Identity (optional): ☐ Woman ☐ Man ☐ Self Identify: _____

Indicate preferred mailing address: ☐ Home ☐ Ministry

Home Address _____

City/State/ZIP _____ Cell Phone (_____) _____

Ministry Address _____

City/State/ZIP _____ Work Phone (_____) _____

E-mail _____ Fax (_____) _____

Date of Birth _____ / _____ / _____ Place of Birth _____
Month Day Year

Citizenship: ☐ U.S. ☐ Other country (indicate) _____

• If you are not a U.S. citizen, are you a Lawful Permanent Resident (U.S. Green Card)? ☐ Yes ☐ No

• Indicate other Residency Status or Visa Type _____

Primary Language _____ Date TOEFL taken _____ / _____ / _____
Month Day Year

TOEFL Score: iBT (Internet-based TOEFL) _____ (minimum score of 79 required)

FAMILY BACKGROUND

Applicant's Marital Status: ☐ Single ☐ Married

Spouse's Full Name _____

Spouse's Occupation/Employer _____

ACADEMIC BACKGROUND

- You are *required* to provide Austin Seminary with an *official* transcript of record from *every* college, university, seminary, and graduate school you have attended.
- Below, list every educational institution attended, attaching an addendum if necessary. If you believe your academic record is not an accurate indication of your intellectual ability, address the circumstances in your autobiographical essay.

Name of College, University, Graduate or Professional School, Seminary, etc.	Location	Attendance From	To	Degree Type	Year Rec'd

ECCLESIAL INFORMATION

DENOMINATIONAL AFFILIATION (*provide full, official name*) _____

_____ Date of Ordination _____

EMPLOYMENT HISTORY (List most recent work first)

Dates	Position / Setting
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SERVICE TO THE DENOMINATION/COMMUNITY

SERVICE, cont.

OTHER INFORMATION

Do you intend to request transfer of credit into the DMin degree program at Austin Seminary? ☐ Yes ☐ No If yes, indicate the number of credits and the institution at which they were earned:

Only accredited doctoral-level course work completed within 5 years of the date of matriculation at Austin Seminary can be considered. No more than two electives can transferred to the DMin degree program. Transfer credit is granted by the Academic Dean upon matriculation at Austin Seminary.

Indicate other seminaries/institutions to which you have applied _____

Do you have any health or physical condition that may affect your studies or that Austin Seminary should be aware of in order that we may support your study efforts? ☐ Yes ☐ No (If yes, address the circumstances in your autobiographical essay.)

Note: It is the policy of Austin Presbyterian Theological Seminary not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, age, marital status, sexual orientation, or handicapping condition in its educational programs, student activities, employment, or admissions policies.

FINANCIAL CONSIDERATIONS

Are you eligible to receive Veterans’ educational benefits while in seminary: ☐ Yes ☐ No

Your past educational indebtedness balance (i.e., student loans) when you enter seminary will be \$ _____

IMPORTANT

Under the provisions of the Family Education Rights and Privacy Act of 1974, you have the right, if you matriculate at Austin Seminary, to review your educational records, including letters of reference for admission. Indicate below, by checking the appropriate sentence and signing your application, whether or not you desire to waive this right. Applicants who do not complete this section *automatically waive* this right.

☐ I *waive* the right to review any reference forms submitted on behalf of my application.

☐ I *reserve* the right to review any reference forms submitted on behalf of my application.

I declare that the information provided in all parts of this application is true and correct to the best of my knowledge.

Signature _____ Date _____

NOTE: Make certain you save a copy:

Submit your application in one of two ways:

- **First Class Mail:**
Office of Admissions
Austin Presbyterian Theological Seminary
100 East 27th Street
Austin, TX 78705-5711

- **Electronically:** *First, save the completed file.*
Follow directions on the page to upload your file.
Payment of the \$50 Application Fee can also be made on the upload page.

TERMS AND PROCEDURES FOR ADMISSION DOCTOR OF MINISTRY DEGREE PROGRAM

TERMS

The Doctor Of Ministry degree is a professional doctorate intended to equip ministers for a high level of excellence in the practice of ministry. The Doctor of Ministry program is for ministers who already possess at least the first theological degree of Master of Divinity, or its equivalent. Admission ordinarily presupposes at least three years in the practice of ministry after earning the MDiv degree, and continued practice of ministry during the course of study. Refer to the Austin Seminary Catalogue for more in-depth information.

Austin Seminary reserves the right to exercise its discretion in granting or denying admission of applicants to any of its degree programs on any grounds consistent with its educational standards, its stated purpose and mission, its religious commitments, and its self-understanding as a community.

PROCEDURES

Applicants are responsible for the timely arrival of all materials. Materials (including transcripts) submitted with an application will not be returned. No application will be considered until all required documents have been received. Applicants are encouraged to submit the application form as soon as it is completed. The essay portion may follow at a later date.

APPLICATION PROCESS

Deadlines: One must have an application file completed by September 1 before the January term for which admission is requested, or by February 1 before the Summer term for which admission is requested.

The applicant shall:

- 1. Submit a formal application for admission on the form provided by the Office of Admissions.
- 2. Provide *official* transcripts from *each* college, university, seminary, and graduate school attended, as well as a record of recent nondegree education. Transcripts shall provide evidence that applicants hold a baccalaureate degree and a master of divinity degree from accredited institutions. Ordinarily a grade point average of at least 3.0 on a 4.0 scale (or 2.0 on a 3.0 scale) is required for admission.
- 3. Submit a written statement in two parts.

Part I (750-1000 words; 3-5 pages)

In this section you are expected to:

- Describe how you have changed and developed, professionally and theologically, since ordination.
- Describe your current ministry context, and in what ways it motivates you to begin work toward the Doctor of Ministry.
- Describe your personal and professional goals that you hope to achieve as a result of your work toward the Doctor of Ministry.

Part II (no more than 1500 words, 6 pages)

FOR APPLICANTS TO THE LEADERSHIP FOR WITNESS CONCENTRATION:

The Israelite prophet Amos (8th c. BCE) uttered this oracle:

*I hate, I despise your festivals,
And I take no delight in your solemn assemblies.
Even though you offer me your burnt-offerings and grain-offerings
I will not accept them;*

*and the offerings of well-being of your fatted animals
I will not look upon.
Take away from me the noise of your songs;
I will not listen to the melody of your harps.
But let justice roll down like waters,
and righteousness like an ever-flowing stream (Amos 5:21-24).*

Reflect on the significance of judgment upon Israel in light of the call to the present-day church to speak to matters of justice and righteousness. What do the terms “justice” and “righteousness” mean in your context? How do you envision your congregation or ministry context acting so that the prophet’s call to “let justice roll down like waters” becomes a reality in your community?

FOR APPLICANTS TO THE LEADERSHIP FOR WONDER CONCENTRATION:

G.K. Chesterton once wrote: “We are perishing for want of wonder, not for want of wonders.”

Calvin, following Psalm 145:5, advises us to “meditate on the wondrous works of God,” commenting that it is “fitting ... for us to pursue this particular search for God, which may so hold our mental powers suspended in wonderment as at the same time to stir us deeply” (*Institutes* I.5.9).

Write an essay that reflects on why it is difficult for us to wonder at the presence of the holy and how we can do a better job both of participating in, and of inviting others into, such wonder. Include in your discussion your sense of how theology, biblical studies, liturgics, preaching, the arts, psychology, or other disciplines may be of help in thinking about the human encounter with the holy.

- 4. Submit the completed Letter of Endorsement, signed by the appropriate member(s) of your session, church board, or institutional officials.
- 5. Complete a criminal history check process, including driving records, through CastleBranch.com, granting Austin Presbyterian Theological Seminary permission to access those records. The cost for this service is the responsibility of the applicant. Note that charges and past offenses do not automatically disqualify an applicant from matriculation, however, failure to disclose offenses may result in denial of admission. All records will be evaluated in context. Contact the Office of Admissions for more information.
- 6. Submit the nonrefundable application fee of \$50.00 with the application (payable online, or by check or credit card).
- 7. Arrange for an admissions conference with the vice president for enrollment management or a designated representative of the Seminary’s Admissions Commission.

REFERENCES

Full Name of Applicant: _____

In this section, provide the Admissions Commission the names of references who can speak candidly and knowledgeably about you in the areas listed below. Realizing that no one person is capable of remarking on *all* these areas, select four references whose combined knowledge of you covers as many of these areas as possible.

- Your areas of particular strength
- Areas that should be strengthened
- Personal maturity and ability to manage your time and work
- Your academic ability for graduate-level studies

Provide a full mailing address for each reference. The Admissions Office will send a reference form directly to each individual you indicate. Please contact the persons before submitting their names to us, ascertaining their willingness to serve as your reference and confirming their current addresses and phone numbers. By providing their names you are granting the Seminary the right to contact them for clarification.

- For the first reference, specify a *professor or other professional* who can attest to your academic ability.

Name _____ Position _____

Mailing Address _____

City/State/ZIP _____

Daytime Phone (_____) _____ Fax Number(_____) _____

E-mail _____

- For the second reference, specify a *lay person* with whom you currently work or have worked.

Name _____ Position _____

Mailing Address _____

City/State/ZIP _____

Daytime Phone (_____) _____ Fax Number(_____) _____

E-mail _____

- For the third reference, select an *ordained pastoral colleague*.

Name _____ Position _____

Mailing Address _____

City/State/ZIP _____

Daytime Phone (_____) _____ Fax Number(_____) _____

E-mail _____

- For the fourth reference, indicate a *denominational or ecclesial official*.

Name _____ Position _____

Institution and Address _____

City/State/ZIP _____

Daytime Phone (_____) _____ Fax Number(_____) _____

E-mail _____

LETTER OF ENDORSEMENT

Doctor of Ministry Application

To be completed and signed by the appropriate member of your session, church board, or institutional official.

Vice President for Enrollment Management
Austin Presbyterian Theological Seminary
100 East 27th Street
Austin, TX 78705-5711

This endorsement is made on behalf of (name of applicant): _____,

who serves as _____ (indicate position, i.e., pastor, chaplain, etc.)

of _____ (indicate church, agency, or institution).

In accordance with your admissions policies, they have requested endorsement of this new academic venture.

We have discussed their desire to enter the Doctor of Ministry degree program at Austin Presbyterian Theological Seminary.

By my signature(s) below we affirm that the above named Doctor of Ministry applicant:

- has discussed the financial, academic, congregational/institutional, travel, and time demands that entering your Doctor of Ministry program entails, including the need for:
 - at least two weeks of education leave each year to attend seminars on the Austin campus;
 - additional time to study, read required texts, conduct research, and write all necessary papers;
 - additional support and consideration when the integrative project is crafted, implemented, written, and evaluated; and,
- has requested permission to conduct at least two doctoral research projects in the context of our ministerial setting.

We understand that the Seminary sees our endorsement as vital, and we pledge to be as supportive as we can in as many ways as we can toward the successful completion of this degree.

Sincerely,

Signature _____ Date _____

Printed Name _____

Title/position _____

Options for submitting this letter: Return to the applicant, mail to the address indicated above, email a scanned copy to admissions@austinseminary.edu, or fax to 512-472-7089.