



APPLICATION FOR ADMISSION DOCTOR OF MINISTRY PROGRAM

Thank you for your interest in the Doctor of Ministry program at St Stephen's College. All materials must be received by due date in order for your application to be considered complete. All documents submitted in support of an application become the property of St Stephen's College and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential by the Doctor of Ministry Office. Keep a copy of the completed application packet for your files. For questions, please contact the Doctor of Ministry Office at 1-800.661.4956 (in Canada), 780.439.7311 or st.stephens@ualberta.ca.

APPLICATION PROCEDURE

Prospective students should initiate an application by means of the attached application form, together with the application fee and all of the following supporting documentation.

1. Documentation

- a. **Official transcripts:** Official and Complete Transcript issued by the institution awarding the degree and certified by an authorized officer of that institution mailed directly to St Stephen's College. If the degree awarded includes transfer credits from other institutions, a transcript from the credit-granting institution is also required. Applicants should submit official transcripts for all academic work put forward in support of the application. A Master's Degree in Theology/Spirituality/Religion (e.g. MDiv, MRE or MTS), or a Master's Degree in a related field with study in the area of theology (e.g. MSc plus additional theology courses) is required. (Grade Average minimum 72%-see Admissions Policy). Applicants whose transcripts are in a language other than English must submit certified translations of all transcripts submitted as part of the application.
- b. **Curriculum vitae** in summary form. This document should include:
 - professional experience: position, place, and duration
 - post-secondary education: degrees held, institutions, dates
 - evidence of having served at least three years satisfactorily in *ministry* after graduate studies.
- c. **Writing Sample:** A sample of an academic paper or published article or other recent professional writings which demonstrate a capacity to integrate theory with practice.
- d. **Statement of Professional Goals:** A two or three page statement of applicant's professional goals, the possible relation of a Doctor of Ministry degree to these goals and an indication of the intention to continue involvement in a recognized professional ministry throughout proposed programs.
- e. **Statement of Spiritual Journey:** A three to five-page (double-spaced) statement of applicant's spiritual journey.
- f. **DMin-SE applicants only:** Proof of CASC/ACSS Certification as a Specialist
- g. **DMin-SE applicants only:** Letter from a CASC/ACSS Certified Supervisor-Educator stating willingness to supervise the applicant as a Provisional Supervisor-Educator (St Stephen's College will appoint this CASC/ACSS Certified Supervisor-Educator to the voluntary position of Faculty Advisor for the duration of the student's program.)

2. References

Four assessments from individuals involved with the applicant's specialized ministry. The four letters of reference must be sent directly to St Stephen's using the form provided, and will be from:

- a. a denominational/faith group official
- b. the official governing body within the congregation/local faith community, agency, organization, or institution where professional ministry is practiced
- c. two peers in ministry who are able to assess the applicant's readiness for advanced study.

The references must indicate the length and nature of their relationship to the applicant, and are asked to comment on:

- (i) character, personality, and capacity for personal growth and development
 - (ii) clarity of commitment to advanced degree study in professional ministry
 - (iii) academic ability for graduate work
 - (iv) capacity for work in an educational model which emphasizes reflection on experience and personal growth as well as knowledge and skill development
 - (v) emotional stability
 - (vi) leadership and vocational qualities
 - (vii) general readiness for pursuing their goals by means of the proposed course of study
- d. If applicable, an SPE unit evaluation or an evaluation from another practice-based learning experience (e.g. training as spiritual director, church management training, field education supervision training, etc.)

Interview:

All potential DMin applicants will attend an admission interview as part of the application process. Intake interviews will reflect on the applicant's learning goals and determine the applicant's appropriateness for admission to the DMin program. For those in the Supervisory Education Specialization: a CASC/ACSS Regional Admitting Committee (RAC) review process is also required; this is distinct and separate, and results in approval for the applicant to learn at the supervisory level. A person in this Specialization can be admitted to the DMin program but cannot complete Foundational Practicum SE2 without RAC approval.

Equivalencies in Theology:

Admission requirements for the DMin include a Master's Degree in Theology/Spirituality/Religion (e.g. MDiv, MRE or MTS), or a Master's Degree in a related field with study in the area of theology (e.g. MSc plus additional theology courses). The additional theology courses may be acquired as co-requisites before or while participating in the DMin Program. Prospective applicants who do not possess a degree in Theology/ Spirituality/Religion should submit all supporting documentation listed under Application Procedure, together with any additional assessments, transcripts, certificates, descriptions and evidence of significant life experience claimed in lieu of the theology degree. The Committee's decision whether or not to accept an application is final.

Application deadlines: Applications are invited throughout the year, enabling successful applicants to begin the development of a Learning Covenant. In order to participate in the first course of a given year, applicants possessing the above listed prerequisite degree and requirements must submit their completed applications to the College no later than February 1 for Canadian applicants and November 1 for international applicants (next business day if date falls on a weekend). Applicants requiring an evaluation of academic equivalencies must submit their completed application to the College by December 1 (September 1 for international applicants).

ST STEPHEN'S COLLEGE
Doctor of Ministry Program Application

INDICATE WHICH STREAM YOU ARE APPLYING TO:	DMin	
	DMin (Specialization in Supervisory Education)	

GENERAL INFORMATION

Use your legal name as shown on one of the following documents: Birth Certificate, Passport, Canadian Immigration Student Authorization document or Marriage Certificate. This name will appear on your College records and transcripts, and on your degree parchment upon graduation.

Full Legal Name			
	Surname	First	Initial
Previous Legal Name (if any)			
	Surname	First	Initial
Address			
	Street	City/Province/Postal Code	
Citizenship	<input type="checkbox"/> Canadian Citizen or Permanent Resident <input type="checkbox"/> International Student (must obtain a Study Permit through CIC)		
Email Address			
Telephone			
	Home	Business	
Birth Date			
Religious Affiliation if applicable (for statistical use only)			
How did you hear about the DMin Program?			

LETTERS OF REFERENCE

	Name of Referee	Position/Title
Denominational or faith group official		
Professional Governing body official		
Peer in ministry or profession		
Peer in ministry or profession		

Letters of Reference are mailed directly to St Stephen's College, using the form appended to this application.

APPLICATION FEES:

Please send your completed application form with required documentation and the non-refundable application fee to St Stephen's College.

Canadian/Permanent Resident Applicants: Application fee is \$195. Application deadline is February 1.

International Applicants: Application fee is \$390. Application Deadline is November 1.

Method of payment:

Personal Cheque or Money Order payable to St Stephen's College Cash VISA Mastercard

Credit Card Number	Expiry	Validation number

MAIL APPLICATION TO:

St Stephen's College
University of Alberta Campus
Doctor of Ministry Program Admissions
8810 112 Street
Edmonton, Alberta T6G 2J6

Or EMAIL signed application form and documents to:

st.stephens@ualberta.ca

I certify that the information in this application is true and complete in all respects and that I have withheld no information. I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar. I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in dismissal from the College. I agree, if admitted to St Stephen's College, to comply with the terms, conditions, academic standards, regulations, policies and codes of behavior contained or referenced in the Academic Calendar:
<http://stephen.srv.ualberta.ca/publications/academic-calendar>. (sign below)

Signature	Date

ST STEPHEN'S COLLEGE

Edmonton, Alberta

Phone: 780 439 7311

Fax: 780 433 8875

Toll-free in Canada: 1 800 661 4956

REFERENCE FORM – DMIN PROGRAM

APPLICANT NAME	
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St Stephen's College would appreciate a confidential statement from you concerning the named applicant who has applied for admission to the Doctor of Ministry degree program. **Referees may attach a letter of reference to this form, or write comments below.** Please indicate the length and nature of your relationship to the applicant, and comment especially on the following points, as possible:

- (1) Character, personality, and capacity for personal growth and development
- (2) Clarity of commitment to advanced degree study in professional ministry
- (3) Academic ability for graduate level work
- (4) Capacity for work in an educational model that emphasizes reflection on experience and personal growth as well as knowledge and skill development
- (5) Emotional stability
- (6) Leadership and vocational qualities
- (7) General readiness for pursuing their goals by means of the proposed course of study

Letters of recommendation for admission can be released on request to the subject of the letter. They are considered valid for one year only.

<p>MAIL or FAX DIRECTLY TO St Stephen's College DMin Program University of Alberta Campus 8810 112 Street Edmonton, Alberta T6G 2J6 Fax: 780.433.8875</p> <p>Or EMAIL TO st.stephens@ualberta.ca</p> <p>Do NOT return Reference to Applicant</p>	REFERENCE PROVIDED BY	
	Signature	
	Name	
	Position/Title	
	Address	
	Phone	