



Doctor of Ministry Application Procedure

We are pleased that you are interested in pursuing the Doctor of Ministry degree at Southern Methodist University. **Please note** that the responsibility of securing and submitting the application materials, transcripts, and other necessary information rests with you. You will find a checklist of the items requested on page 3 of the application.

All documents, requests, and correspondence should be sent to:

Perkins School of Theology, Doctor of Ministry Office, SMU, P O Box 750133, Dallas TX 75275
Telephone: 214-768-2124 Fax: 214-768-2117 E-mail: ljhamilt@smu.edu

ELIGIBILITY

The professional nature of the Doctor of Ministry requires that students have leadership responsibilities in their ministry setting. Applicants must have all application material completed no later than two months before admission to the program. Applicants wishing to enter the Doctor of Ministry program must have:

1. An ATS-approved M.Div. degree or equivalent with a cumulative grade point average in the master's level program of at least 3.0 on a 4.0 scale (B or 80). In cases of demonstrated extraordinary ability in the practice of ministry, applicants with a lower grade average may be considered for conditional admission with the requirement to complete the first term with a grade of B or better in order to be granted full admission and continuation in the program.
2. Significant experience and demonstrated competence in ministry, as attested by four references. A minimum of three years of full-time experience following completion of the M.Div. degree (or its equivalent) normally is required.
3. The ability to reflect theologically and communicate effectively as reflected in a short essay addressing the proposed area for study. The essay should include: (a) a statement of objectives in pursuing the D.Min. degree; (b) a statement of the proposed area of study for the professional practicum and project thesis; and (c) the anticipated contribution of the professional practicum and project thesis to the applicant's ministry.

International applicants who hold an R-1 (Religious Worker) Visa may be considered for admission. Because the Doctor of Ministry is a degree given in the context of ministry, generally no transfer credit is accepted.

APPLICATION PROCEDURE

General requirements:

1. Complete the application form.
2. Send an official transcript, **certified and translated if from a foreign institution**, directly from each school of higher education you have attended to the address above. To order and track your official transcript online go to: <http://www.studentclearinghouse.org>
3. Distribute four recommendations forms and ask that they be sent directly to the D.Min Office at the address above. Select respondents who can attest to your abilities. *Your application will not be processed until all four statements of reference arrive in our office.*

Additional requirements for international students:

International students (R-1 visa) applying from countries where English is not the native language are required to provide scores on the Test of English as a Foreign Language (TOEFL). Students are strongly encouraged to take the TSE (Test of Spoken English). International applicants must demonstrate proficiency in English with a minimum score of 600 paper-based or 250 computer-based TOEFL score.

Application Deadline

Summer AdmittanceMarch 15

January Admittance.....October 1

Admission to the Doctor of Ministry program is offered twice per year. Please note that it is the applicant's responsibility to ensure that all the requisite application materials are submitted in good order and on time. Incomplete applications will not be considered.

General

Admission — Official notification will be sent through the Doctor of Ministry Office, signed by the Director of Advanced Studies.

Financial Obligations — Students are responsible individually for their financial obligations to the University through the Doctor of Ministry Office at Perkins School of Theology, Dallas TX 75275.

- Participants pay a total of six terms of full tuition payments in the course of the degree. Those who require additional time to complete the program will pay a continuation fee equal to one term hour's tuition for each additional term required to complete the program. If a participant is granted a leave of absence in any term, he or she will be required to pay a continuation fee for that term in order to continue in the program.
- Tuition and all charges must be paid in full before registration can be processed.
- Perkins academic policy states that all degree requirements must be completed within seven calendar years from the time of initial registration.

Questions about tuition should be directed to the D.Min. Office at 214-768-2124 or ljhamilt@smu.edu



Application for Admission

Advanced Ministerial Studies

Doctor of Ministry Program

All responses must be printed or typed.

Beginning year _____

Concentration: ☐ Evangelism ☐ Parish Leadership

January Admittance _____

☐ Spiritual Formation ☐ Urban Ministry

June Admittance _____

Undergraduate overall GPA _____

Graduate overall GPA _____

Legal Name _____
Prefix (Mr./Ms.) Last First Middle

Preferred Name(s) _____

Social Security Number _____ ☐ Female ☐ Male

Any other name(s) under which your documents might be received _____

Country of Citizenship ☐ U.S. or _____

If you are not a U.S. citizen, please complete the following:

If you are a Permanent Resident, please state your alien card identification _____ A-

If you are a Non-Immigrant, please state your Religious Worker identification _____

English Proficiency: Non-U.S. citizens must pass the Test of English as a Foreign Language (TOEFL) examination with a minimum score of 600 written, 250 on computer and provide official evidence of this.

TOEFL scores _____ Date taken or to be taken _____

Date of Birth _____ City and Country of Birth _____
Month Day Year

Home Phone _____ Work Phone _____

Home Fax _____ Work Fax _____

E-mail Address _____ ☐ Personal ☐ Church

Mailing Address _____

Using the space provided, please supply your current mailing address in the format preferred by your postal service.

Addresses in the U.S. should include street, city, and state, ZIP. Addresses outside the U.S. should include the country.

Permanent Address (if different) _____

_____ Permanent Home Phone: _____

Name and phone number of person to be notified in case of emergency _____

Religious Preference _____

Providing this information is voluntary. Please check the category that applies to you. The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American

☐ Hispanic
☐ Hawaiian or Other Pacific Islander
☐ White

April 2, 2007

List in chronological order all colleges and universities attended.

Name of Institution	Location	Date of Attendance	Major	Degree/Date (month/year)
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____

To order official transcripts online: go to <http://www.studentclearinghouse.org> All major credit cards are accepted.

If you have ever been dismissed or suspended from, or denied readmission to any school, please state particulars

List and explain any criminal charges that have been brought against you, except those which have resulted in a finding of “not guilty” or a complete dismissal. Minor traffic violations and parking tickets need not be included.

(Disclosure in the affirmative will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student to the University's judicial process and may result in dismissal from the University. Failure to explain an affirmative response to this question will result in the Application not being further processed.)

Applicant's employer _____

Business address and phone _____

Employment Record: List the positions held since your graduation from theological school, beginning with present position and working backwards. Continue on another sheet if necessary.

Financial Situation: Please list the resources you will be able to use to cover the costs of the D.Min. program. This should include resources from conference funds, local church funds, and other sources besides personal resources. This will not be a factor for admission.

ESSAYS

1. Important experiences since graduation from theological school. On a separate page:

- Identify the primary theological and practical issues you confronted in the positions listed in the above question
- Share two or three of the most significant experiences that have contributed to your decision to apply to the D.Min. program. These may be professional, personal or both.

2. **Your special interest in the Doctor of Ministry program. Write an essay of no more than three double-spaced typed pages concerning:**

- The first part should set forth the theological issues that are taking on greater importance for your practice of ministry, the issues of ministry that are challenging you as you carry out your responsibilities in your setting of ministry, and the tasks you now have to do that are requiring you to enhance your effectiveness.
- The second part should then set forth a statement of your objectives in undertaking the D. Min. program, a preliminary statement of a proposed area or areas you want to consider for a practicum/project, and an assessment of the contribution to your ministry that these proposed areas of study could make.

List the names of persons you have asked to complete recommendation forms.

- 1 & 2. Professors in your college, university or seminary best acquainted with you and your work: Substitutions may be made if necessary for those out of school five years or more.
- 3. A person in lay leadership in your church.
- 4. A person who can evaluate your competence in ministry, especially in the areas you wish to pursue in your D.Min. Program.

Name	Affiliation	Location
1.		
2.		
3.		
4.		

Do you have family members who are graduates of SMU? _____

Do you have family members who are graduates of Perkins? If so name them _____

By which means did you learn about our graduate programs?

_____ Internet _____ Other (please identify)

List other institutions to which you are applying:

I certify that all information given by me on this application is accurate.

Signed (*do not print*) _____ Date _____

CHECK LIST

Check if you have included or requested these items:

- _____ 1. A complete official transcript (sent by each previous institution). To order official copies online: <http://www.studentclearinghouse.org>
- _____ 2. Two (two) essays
- _____ 3. Four (4) letters of recommendation
- _____ 4. TOEFL scores and copy of religious worker visa or permanent residency (foreign students only)
- _____ 5. \$50.00 Application Fee
- _____ 6. I have provided all information requested on this application form.

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Director of Affirmative Action has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275, 214-768-3601.

How to Order Transcripts Online

You can order official copies of your transcript online in minutes at <http://www.studentclearinghouse.org>

Transcripts can be ordered online using any major credit card. Your card will only be charged after your order has been completed.

Order updates will be emailed to you. You can also check your order status or history online.

You'll need the following to order a transcript online:

- ✓ A valid major credit card
- ✓ An email account
- ✓ Your signed consent (this is required). You can return your signed consent via fax, mail, or scan it and email it to us as an attachment. For your convenience, a consent form will be generated for your order that you can print, sign and return.

DOCTOR OF MINISTRY STATEMENT OF REFERENCE
Perkins School of Theology at Southern Methodist University

To: _____
(Name of person making statement, to be filled in by applicant)

This is to inform you that I am applying for acceptance in the Doctor of Ministry Program. Please use this sheet to make an appropriate statement concerning my personal, professional, and academic qualifications for successfully completing this program of study. Thank you.

Name of Applicant: _____

Applicant's Full Address: _____

Applicant's Phone and Email Addresses: _____

OPTIONAL WAIVER

IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND
PRIVACY ACT OF 1974, SEC. 438 (A) (A) (B) (C), I HEREBY
WAIVE MY RIGHT TO REVIEW THIS STATEMENT.

(SIGNATURE OF APPLICANT) DATE _____

PLEASE NOTE: IF THE APPLICANT WAIVES HIS/HER RIGHT TO REVIEW THIS STATEMENT BY SIGNING THIS WAIVER, IT WILL BE HELD CONFIDENTIAL. IF THE APPLICANT DOES NOT SIGN THE WAIVER, IT WILL BE ASSUMED THAT THE APPLICANT MAY REVIEW THE STATEMENT.

1. How long and in what capacity have you known the applicant, _____
(Name of applicant)

2. Please include below or on a separate sheet, information you have concerning the applicant's personal qualifications for ministry, his/her performance in ministry, and their probable ability to complete a degree in which a grade average of 80 (B, or 3.0) must be maintained.

3. Do you consider the applicant superior____, above average____, average____, or below average____, in performance or potentiality for the church's professional ministry?

Name of Reference _____ Signature _____

Address _____

Telephone (office) _____ (home) _____ Date _____

Please return to: Perkins School of Theology, SMU Doctor of Ministry Program, P. O. Box 750133, Dallas, TX 75275

April 2, 2007