



**Doctor of Ministry Program**  
**P O Box 750133**  
**Dallas, TX 75275**

## 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: [clgraham@smu.edu](mailto:clgraham@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 and submit the application form along with a \$50.00 application fee
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.
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.*
4. International applicants must supply proof of their R-1 (Religious Worker) Visa or Permanent Residency.

### 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 Admittance**..... **March 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.