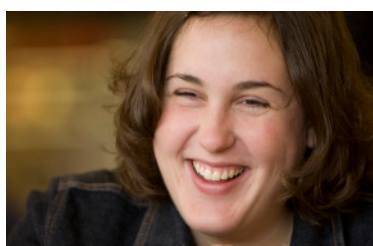




# NORTHERN *Seminary*

BIBLICAL • MISSIONAL • PERSONAL



## APPLICATION FOR ADMISSION

### DOCTORAL



# ADMISSIONS CHECKLIST

Your application for admission will be reviewed upon receipt of the following items:

## ALL PROGRAMS

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- ☐ Completed and signed application form.
- ☐ A non-refundable application fee.
  - a. Masters Programs - \$35.00
  - b. Doctoral Programs - \$50.00
  - c. Auditor or Special Student - \$25.00

**Please make checks payable to Northern Seminary.**

- ☐ If English is not your native language, and you have not completed a degree in which the courses were taught in English, submit TOEFL scores with your application.
- ☐ An official transcript from each academic institution you have attended beyond high school mailed from the institution directly to Northern's Admissions Office.

## MASTER'S AND DIPLOMA PROGRAMS

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- ☐ A recommendation from your pastor.
- ☐ An autobiographical statement of 400 words or more. Your statement must be typewritten and include, though need not be limited to, the following:
  - a. Christian experience, including Christian conversion and spiritual pilgrimage.
  - b. Your understanding of your Christian responsibility and the vocational role to which you have been called.
  - c. Christian work/ministry you have already done which parallels or validates your decision to apply to seminary.
  - d. Why you have decided to apply to seminary.
  - e. Why you have decided to apply specifically to Northern.

## DOCTORAL PROGRAMS

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- ☐ Recommendation from three persons who know you well enough to write about you and your qualifications. You are responsible for securing these references using the forms provided by Northern Seminary.
- ☐ A typed, three to four page, single-spaced, self evaluation of your ministry in which you answer the following questions.
  - a. What arrangements will you make with the congregation/institution to schedule the time for advanced study?
  - b. Describe your relationship with other staff members, the pastoral relations committee, board members and other responsible persons in the congregation or organization.
  - c. What formal or informal learning experiences have contributed significantly to your personal and professional growth in the last five years? In the last ten years?
  - d. What are your long-range goals for ministry?
  - e. Identify the main strengths and weaknesses you bring to ministry.
  - f. Discuss the field in which you might make an innovative contribution to the profession of ministry and your readiness to make that contribution.
  - g. How effective are you in the management of time? Explain why you believe you have the discipline to complete this doctoral program.

❑ An Academic Essay

- a. Must be five pages, typed, double spaced. Develop an academic paper through which you identify and defend how you would form a biblical, theological, and ecclesial approach to **one** of the following topics. Identify, utilize, and properly cite a minimum of three **scholarly** academic references.
- b. Topic Options (DMin in New Testament Context applicants have separate instructions on the NTC webpage)
  1. The Church and the Problem of Secularism.
  2. Women in Ministry.
  3. The Mission of the Church in a Post-Christian Culture.
- c. Your work will be evaluated for quality of writing, the demonstration of academic writing style, a presentation of a clear thesis statement, competency in regard to theological and biblical method, quality and appropriate use of academic references, and proper punctuation and grammar.

**Evaluation Rubric**

Essays are evaluated according to the following rubric. A minimum score of 16 is required for consideration for admittance to the doctoral program. The purpose of the Admission Academic Essay is not to evaluate whether the thesis and/or opinion of the writer is “right” or “wrong.” As stated, the goal of the exercise is to determine academic and theological competence.

Essay will be evaluated for:	Points Awarded					
	1	2	3	4	5	Total
Presentation of a clear thesis statement	No evidence of a thesis statement	Thesis statement is unclear	Thesis statement exists but is not connected to the following arguments	Thesis statement exists and sometimes is connected to the following arguments	Thesis statement exists and is well integrated with the essay	
Theological and biblical method	No evidence of theological and biblical method	Biblical method is primarily proof-texting with little theological coherence	Biblical texts are appropriate but not theologically evaluated	Biblical texts are appropriate with some evidence of theological evaluation	Biblical texts are appropriate with sound theological analysis throughout the essay	
The quality and use of three academic references	No evidence of any academic references	Only one academic references	Only two academic references	At least three academic references but not always connected to the following arguments	At least three academic references all of which are strongly integrated with the argument of the essay	
Proper punctuation and grammar	Poor grammar and punctuation throughout	A significant number of punctuation and grammar errors	Some punctuation and grammar errors	Writing is mostly error-free but with some mistakes	Writing is error free	
<b>GRAND TOTAL</b>						

# APPLICATION FOR ADMISSION

- ☐ Lombard Campus  
☐ Lawndale Campus

## PERSONAL INFORMATION

**Full Legal Name** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Last Names (*currently or previously used*): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_

Evening Telephone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Home mailing address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

If admitted, will you be seeking on-campus housing? ☐ Yes ☐ No If yes, for how many people: \_\_\_\_\_

## REGISTRATION INFORMATION

**When do you plan to begin studies?** Year \_\_\_\_\_ ☐ Fall ☐ Winter ☐ Spring ☐ Summer

**Have you applied to Northern in the past?** ☐ Yes ☐ No

*If yes, please give date of application and name under which you applied:*

Name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Do you expect to be enrolled full or part-time?** ☐ Full-time ☐ Part-time

**Do you plan to transfer credits into Northern?** ☐ Yes ☐ No

**Please list other seminaries to which you may be applying:** \_\_\_\_\_

**To which program are you seeking admission:**

### Master's Programs:

- ☐ Master of Divinity (*MDiv*)  
☐ Master of Arts in Christian Ministries (*MACM*)  
☐ Master Specialization (*MSPEC*)

### Doctor of Ministry Programs:

- ☐ Traditional  
☐ Program-Based Partnerships  
    ☐ Spiritual Transformation (*ST*)  
☐ Cohort  
    ☐ Missional Leadership  
    ☐ New Testament Context  
    ☐ Christian Community Development (*CCD*)

### Diploma Programs:

- ☐ Diploma of Ministry (*DipMin*)  
☐ Diploma of Theology (*DipTh*)  
☐ Diploma of Specialization (*DipSpec*)

### Other Programs:

- ☐ Student-At-Large (*Up to 12 master's level credits taken for credit by students not enrolled for a degree*)  
☐ Visiting Student (*Student enrolled at another seminary taking an occasional Northern course*)  
☐ Auditor  
    ☐ Master      ☐ Doctoral  
☐ Advanced Student at Large (*Doctoral Students Only*)  
☐ Post-Doctoral Special Student  
    ☐ Credit      ☐ Non-credit

## EDUCATIONAL BACKGROUND

Please list all institutions attended after high school including college, university, and seminary.

Remember to have an official transcript sent directly to Northern by each institution.

Name of institution: \_\_\_\_\_

Major: \_\_\_\_\_

Degree or Diploma Earned: \_\_\_\_\_ Graduation Month/Day/Year: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of institution: \_\_\_\_\_

Major: \_\_\_\_\_

Degree or Diploma Earned: \_\_\_\_\_ Graduation Month/Day/Year: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of institution: \_\_\_\_\_

Major: \_\_\_\_\_

Degree or Diploma Earned: \_\_\_\_\_ Graduation Month/Day/Year: \_\_\_\_/\_\_\_\_/\_\_\_\_

## HEALTH/OTHER CONFIDENTIAL INFORMATION

Do you have any physical challenges or disabilities which might affect your pursuit of seminary studies?

- ☐ Yes  
☐ No

*(If yes, please describe on a separate sheet of paper. Please include a description of any special assistance you might find helpful.)*

Many persons competent in ministry have experienced mental and/or nervous disorders. Have you experienced any of these?

- ☐ Yes  
☐ No

*(If yes, please describe on a separate sheet of paper.)*

Are there any other facts regarding your health that are relevant to your pursuing studies at Northern Seminary?

- ☐ Yes  
☐ No

*(If yes, please describe on a separate sheet of paper)*

Have you ever been convicted of a felony?

- ☐ Yes  
☐ No

*(If yes, please attach a written explanation.)*

## HEALTH INSURANCE INFORMATION

Company \_\_\_\_\_ Policy and Group # \_\_\_\_\_

## WORK INFORMATION

Please list your last three work/ministry positions (or experiences). Begin with the most recent.

Employing Company or Church: \_\_\_\_\_ ☐ Full time ☐ Part time

Position: \_\_\_\_\_ Company or Church Phone: (\_\_\_\_) \_\_\_\_\_

Work e-mail address: \_\_\_\_\_

Employing Company or Church: \_\_\_\_\_ ☐ Full time ☐ Part time

Position: \_\_\_\_\_ Company or Church Phone: (\_\_\_\_) \_\_\_\_\_

Work e-mail address: \_\_\_\_\_

Employing Company or Church: \_\_\_\_\_ ☐ Full time ☐ Part time

Position: \_\_\_\_\_ Company or Church Phone: (\_\_\_\_) \_\_\_\_\_

Work e-mail address: \_\_\_\_\_

## CHURCH INFORMATION

Name of church where you are now a member: \_\_\_\_\_

Name of Senior Pastor: \_\_\_\_\_

Formal name of denomination: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Church Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Church Phone: (\_\_\_\_) \_\_\_\_\_

## SEMINARY RESEARCH INFORMATION

*This information is not used for admissions decisions.*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: (city, state, country) \_\_\_\_\_

Gender: ☐ Female ☐ Male Marital Status: ☐ Single ☐ Married State of Legal Residency: \_\_\_\_\_

Of which ethnic group are you a member?

- |  |  |                                |  |
|--|--|--------------------------------|--|
| <input type="checkbox"/> Black or African American         | <input type="checkbox"/> Non-Resident Alien    | <input type="checkbox"/> Asian | <input type="checkbox"/> Two or more races                         |
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanics of any race | <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Race/Ethnicity unknown            |  |                                |  |

Please select from the following:

☐ U.S. Citizen ☐ Permanent U.S. Resident ☐ International Student (requiring F-1)

Country of Citizenship: \_\_\_\_\_

## REFERENCES (Master's Program 1 - Doctoral Program 3)

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A recommendation should be from someone who knows you well enough to write about you and your qualifications.

It is the applicant's responsibility to send the enclosed Recommendation for Admissions forms to the three persons listed below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

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Please list two persons who may be contacted by Northern if you experience an emergency.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_

Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Relationship to you \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_

Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Relationship to you \_\_\_\_\_

## COMPUTER TECHNOLOGY AND NORTHERN SEMINARY

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All Northern students are expected to have a level of technological proficiency, which enhances the educational experience.\*

Northern students must have:

- A.) Easy and regular access to a personal or public computer with Internet access
- B.) A personal email account that is active and regularly used\*\*
- C.) Access to word processing software, which is required for written academic paper assignments

By signing this application you confirm that you understand and can meet the stated technology requirements.

*\* Additional requirements exist for students participating in classes that are fully online. (available at [www.seminary.edu](http://www.seminary.edu))*

*\*\* When you are admitted and register for classes you will be assigned a [@student.seminary.edu](mailto:@student.seminary.edu) email address. All official seminary communication is sent to you through this student email address which you will be required to use throughout your enrollment. You may have email to this address forwarded to an email address of your choosing.*

## STATEMENT

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Please sign and submit this application along with the additional materials listed on the cover page. Once submitted, the application and all supporting documents become the property of Northern Seminary and may not be returned to you, nor may they be used for any other purpose.

By signing below, I acknowledge that all statements on this application are true to the best of my knowledge. I understand that fraudulent statements may be grounds for denial of this application or dismissal from the seminary at a later date. I also acknowledge that I have read and understand the Northern Seminary Community Standards (<http://www.seminary.edu/community-standards>) as outlined in the Academic Catalog (<http://www.seminary.edu/current-students/academic-catalog/>).

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date





## DOCTOR OF MINISTRY

### Reference Form #1

**Name of Applicant:** \_\_\_\_\_

**Name of Reference:** \_\_\_\_\_

The person named above has applied for admission to the Doctor of Ministry program and has given your name as a reference.

We request that you give consideration to the following questions as you assess the applicant's readiness to engage in this advanced study for ministry. Please respond on a separate paper.

1. How long have you known the applicant and what has been your relationship with him/her?
2. Does this applicant have the support of his/her congregation or institution for participating in this program?
3. From your knowledge explain how this applicant has shown continued interest in personal and professional growth and development.
4. How would you rate the applicant's relational skills with others?
5. What do you consider are the main strengths of this person's ministry?
6. What do you consider are the main weaknesses of this person's ministry?
7. Does the applicant demonstrate effective time management?
8. From your knowledge, do you consider this applicant to have the discipline to complete a doctoral program?

Federal law requires that all documents related to students be open for inspection by the student unless he/she waives this right. Nonetheless, Northern Seminary's policy is to protect the confidentiality of recommendations during the admissions process through to completion.

**Mail or fax the completed reference to:**

Admissions  
Northern Seminary  
660 E. Butterfield Road  
Lombard, IL 60148  
Fax: (630) 620-2190



## DOCTOR OF MINISTRY

### Reference Form #2

**Name of Applicant:** \_\_\_\_\_

**Name of Reference:** \_\_\_\_\_

The person named above has applied for admission to the Doctor of Ministry program and has given your name as a reference.

We request that you give consideration to the following questions as you assess the applicant's readiness to engage in this advanced study for ministry. Please respond on a separate paper.

1. How long have you known the applicant and what has been your relationship with him/her?
2. Does this applicant have the support of his/her congregation or institution for participating in this program?
3. From your knowledge explain how this applicant has shown continued interest in personal and professional growth and development.
4. How would you rate the applicant's relational skills with others?
5. What do you consider are the main strengths of this person's ministry?
6. What do you consider are the main weaknesses of this person's ministry?
7. Does the applicant demonstrate effective time management?
8. From your knowledge, do you consider this applicant to have the discipline to complete a doctoral program?

Federal law requires that all documents related to students be open for inspection by the student unless he/she waives this right. Nonetheless, Northern Seminary's policy is to protect the confidentiality of recommendations during the admissions process through to completion.

**Mail or fax the completed reference to:**

Admissions  
Northern Seminary  
660 E. Butterfield Road  
Lombard, IL 60148  
Fax: (630) 620-2190



## DOCTOR OF MINISTRY

### Reference Form #3

**Name of Applicant:** \_\_\_\_\_

**Name of Reference:** \_\_\_\_\_

The person named above has applied for admission to the Doctor of Ministry program and has given your name as a reference.

We request that you give consideration to the following questions as you assess the applicant's readiness to engage in this advanced study for ministry. Please respond on a separate paper.

1. How long have you known the applicant and what has been your relationship with him/her?
2. Does this applicant have the support of his/her congregation or institution for participating in this program?
3. From your knowledge explain how this applicant has shown continued interest in personal and professional growth and development.
4. How would you rate the applicant's relational skills with others?
5. What do you consider are the main strengths of this person's ministry?
6. What do you consider are the main weaknesses of this person's ministry?
7. Does the applicant demonstrate effective time management?
8. From your knowledge, do you consider this applicant to have the discipline to complete a doctoral program?

Federal law requires that all documents related to students be open for inspection by the student unless he/she waives this right. Nonetheless, Northern Seminary's policy is to protect the confidentiality of recommendations during the admissions process through to completion.

**Mail or fax the completed reference to:**

Admissions  
Northern Seminary  
660 E. Butterfield Road  
Lombard, IL 60148  
Fax: (630) 620-2190



## **SELF-7" - 6" 5\*O/ PAPER GUIDELINES**

**(To be completed by applicants to the Doctor of Ministry program)**

Please respond to the following questions which comprise a self evaluation of your ministry as you apply for admission to the Doctor of Ministry program. Questions need to be answered on a separate sheet of paper. Your responses should be typed; three to four pages, single spaced, is a desired minimum.

The data which you provide will help you to clarify your learning goals for the program and provide insight to the D.Min. Admissions Committee concerning your self perception. The persons you name as references will be asked to assess your ministry by means of similar questions.

1. What arrangements will you make with the congregation/institution to schedule the time for advanced study?
2. Describe your relationship with other staff members, the pastoral relations committee, board members and other responsible persons in the congregation or organization.
3. What formal or informal learning experiences have contributed significantly to your personal and professional growth in the last five years? In the last ten years?
4. What are your long range goals for ministry?
5. Identify the main strengths and weaknesses you bring to ministry.
6. Discuss the field in which you might make an innovative contribution to the profession of ministry and your readiness to make that contribution. What do you hope to learn in your DMin studies and/or what ministerial skills do you wish to improve or develop? How do you expect to relate these insights and skills to your current or future ministries?
7. How effective are you in the management of time? Explain why you believe you have the discipline to complete this doctoral program.

Return your response with the application form to the Admissions office.

**Mail or fax the completed self assessment and application to:**

Admissions  
Northern Seminary  
660 E. Butterfield Road  
Lombard, IL 60148  
Fax: (630) 620-2190