



General Instructions for ALL degree applicants

1. Application: Complete pages 5-9 of the application for admission
2. Attach résumé or curriculum vitae
3. References: Complete the applicant section of each reference form, sign it, and deliver it along with a stamped envelope addressed to Meadville Lombard to each of your recommenders. *See degree -specific application instructions for a list of preferred references.*
4. Transcripts: Request a copy of your official transcript for all work completed in all post-secondary schools attended including those at which you did not earn a degree. Transcripts must be sent in a sealed and signed envelope directly to Meadville Lombard.
5. Application Fee: A non-refundable application fee is required for all applicants. *See degree-specific application instructions for applicable fee.*
6. Written Materials: *See degree-specific application instructions for required written material.*
7. Submit: Admissions application, résumé or curriculum vitae, application fee, and required written materials in one package to:
Director of Admissions
Meadville Lombard Theological School
5701 S. Woodlawn Ave. | Chicago, IL 60637
8. Transfer and International students, please see page 3 for additional instructions.

Meadville Lombard Theological School utilizes a rolling admissions model. All applications are generally reviewed in chronological order according to the date they were completed.

Individuals who plan to apply for federal and/or institutional financial aid are strongly encouraged to submit a complete admissions application by **March 15** of the same year in which they are applying to enter. Applying later in the year may have an impact on your financial aid and housing options.

Individuals should submit a complete application no later than **July 1**. Individuals who submit an application after July 1 may be officially considered as part of the following academic year's entering class although they may begin taking courses immediately after being granted admission into a degree program.

Please contact our admissions office if you have any questions: 773-256-3000 ext. 237

All applicants must complete the admissions process within two year of submission of application materials. No applications will be held after two years.

I. Instructions for Master of Divinity (MDiv) Applicants and Master of Divinity and Master in Leadership Studies (MDiv/MLS) Dual Degree Program Applicants

A baccalaureate degree from an institution accredited by an agency recognized by the Commission on Higher Education Accreditation or holding membership in the Association of Universities and Colleges in Canada, or the documented, educational equivalent of the baccalaureate degree from courses taken at an accredited institution is required from all applicants. The application fee is \$45 USD.

1. Please write a personal essay of no less than six (6) pages or 2000 words in length and no more than eight (8) pages, typed, and double-spaced that addresses the following:

- a) Reflection on various influences that have been important in your religious, personal and intellectual development
 - a. What are your deepest religious questions?
 - b. What is your current sense of strengths and growing edges for ministry?
- b) A statement of your academic and professional objectives in applying to Meadville Lombard, with specific reference to your proposed degree program and career objectives
 - a. Why are you applying to Meadville Lombard?
 - b. What kinds of challenges or gifts are you anticipating in pursuing an MDiv?

2. Please submit no less than four (4) letters of reference according to the following guidelines:

- a) Unitarian Universalist minister or a minister from your denomination if other than UU, who knows of your work in the church;
- b) An academic reference from an academic professional who can attest to your ability to complete graduate work;
- c) A lay person who knows of your work in the church or the community;
- d) Another person of your choice (not related to you).

Ask your recommenders to complete the bottom half of the reference form and attach it to their written reference letter. Have them mail their form and letter directly to Meadville Lombard, Attention: Director of Admissions.

3. Once your application is complete, the admissions office will contact you with further instructions and information.

Although an admissions interview is not required. You or a member of the Admissions Committee may request one.

II. Instructions for Master of Arts in Religion (MAR) Applicants

A baccalaureate degree from an institution accredited by an agency recognized by the Commission on Higher Education Accreditation or holding membership in the Association of Universities and Colleges in Canada, or the documented, educational equivalent of the baccalaureate degree from courses taken at an accredited institution is required from all applicants. The application fee is \$45 USD.

1. Please write an essay of no less than four (4) pages and no more than six (6) pages in length or 2000 words in length, typed and double-spaced that addresses the following:

- a) Tell us of your interest in this M.A. program, and of your academic and/or professional objectives. You may include a brief reflection on the various influences that have been important in your religious, personal, and intellectual development.

2. Please submit no less than four (4) letters of reference according to the following guidelines:

- a) An academic reference from a current or previous professor who can assess your ability to do graduate level work.
- b) A letter from a professional, preferably an ordained, minister, or other church leader who knows your work.
- c) Two (2) persons of your choice who can assess your skills, capabilities, and character (not related to you).

Ask your recommenders to complete the bottom half of the reference form and attach it to their written reference letter. Have them mail their form and letter directly to Meadville Lombard, Attention: Director of Admissions.

3. Once your application is complete, the admissions office will contact you with further instructions and information.

Although an admissions interview is not required. You or a member of the Admissions Committee may request one.

III. Instructions for Doctor of Ministry Applicants

The Doctor of Ministry Program is designed for the religious professional with a Master of Divinity degree (or its equivalent as evaluated by the D. Min. Admissions Committee) and at least two years of professional ministerial experience. The application fee is \$55 USD.

1. A personal essay no less than six (6) pages or 2,000 words addressing the following:
 - a) Reflection on various influences that have been important in your religious, personal, and intellectual development;
 - b) A statement of your academic and professional objectives in applying to the Doctor of Ministry Program, and;
 - c) A detailed description of your proposed area of study and Doctor of Ministry project or thesis interests.

2. Please submit no less than four (4) letters of reference according to the following guidelines:
 - a) A professor with whom you studied
 - b) A person of leadership at your place of ministry
 - c) A professional colleague
 - d) A person of your choosing (not related to you)

3. Once your application is complete, the admissions office will contact you with further instructions and information.

V. Instructions for Transfer Students

1. Transfer students who wish to transfer credits into a Meadville Lombard degree program must submit official transcripts of the credits for evaluation and have a transfer assessment interview with the Director of Admissions.

2. If applicable, please submit a letter of honorary dismissal from the Registrar or Academic Dean of your previous school.

VI. Instructions for International Student

To ensure proper time for processing international student applications, all necessary documents should be received by **March 15**.

1. Transcripts written in a language other than English must be accompanied by a translation.

2. The application fee should be paid in United States Dollars by money order or bank check. Personal checks are acceptable only if written on a United States bank.

3. TOEFL (Test of English as a Foreign Language) scores are required of all applicants for whom English is not their first language. The TOEFL may only be waived if the applicant has completed another degree in English, in the United States.

4. I-20 Forms will not be issued to foreign students until the student has been admitted and English-language requirements are passed.



Meadville Lombard
Theological School

APPLICATION FOR ADMISSION

Expected Academic Year of Entrance: _____

Expected Student Status: ___ Full-Time (At least 8 units of credit per regular academic year)
 ___ Half-Time (4 or more units of credit per regular academic year)
 ___ Fewer than 4 units of credit per regular academic year

Degree Program for which you are applying for:

- ___ Doctor of Ministry
- ___ Master of Arts in Religion
- ___ Master of Arts in Religion in the TouchPoint Format
- ___ Master of Divinity
- ___ Master of Divinity in the TouchPoint Format
- ___ Master of Divinity and Master in Leadership Studies Dual Degree Program

Please Type or Print Legibly:

PERSONAL INFORMATION

Full Name: _____

Former Name(s): _____

US Social Security Number: _____

DOB: _____

Citizenship: _____ If not a U.S. citizen, indicate your visa status _____

Ethnicity: ___ American Indian or Alaskan Native ___ Asian ___ Hispanic
 ___ Native Hawaiian or other Pacific Islander ___ Black or African American ___ White
 ___ Other ___ Unknown ___ Two or More

Sex: ___ Male ___ Female

Current Address: _____

Permanent Address: _____

Home Phone: _____ Mobile Phone: _____

E-mail address: _____

Business Name and Address: _____

Business Phone: _____

Marital Status: ___ single ___ married/partnered ___ divorced ___ separated ___ widowed

Name of Spouse/Partner if Applicable: _____

Name and Age of Children if Applicable: _____

INTERNATIONAL APPLICANTS

Country of Origin: _____

Country of Valid Passport: _____

Native Language: _____

Additional Languages: _____

EDUCATION

List in chronological order from most recent, all post-secondary colleges and universities attended or presently attending, and indicate the degrees earned or expected to earn.

Name of Educational Institution: _____

Location: _____

Dates of Attendance: _____

Type Degree or Diploma: _____

Field of Study: _____

Date Earned: _____

Name of Educational Institution: _____

Location: _____

Dates of Attendance: _____

Type Degree or Diploma: _____

Field of Study: _____

Date Earned: _____

Name of Educational Institution: _____

Location: _____

Dates of Attendance: _____

Type Degree or Diploma: _____

Field of Study: _____

Date Earned: _____

CHURCH AFFILIATION/ROLE/RELATIONSHIP

Local Church: _____

Denomination: _____

How long at this church: _____

Church address: _____

Name of your Minister: _____

Your current Professional or Lay Leadership Role/Relationship to the Church: _____

Your current role in community/social/ justice work: _____

Previous Church and Affiliation/Dates: _____

If applicable, How long have you been affiliated with Unitarian Universalism: _____

VOLUNTEER EXPERIENCE

List chronological order from most recent, any volunteer positions that are pertinent to your decision to apply to our degree program or attach a resume to this application.

Position: _____

Inclusive Dates: _____

Organization or Institution Name: _____

Position: _____

Inclusive Dates: _____

Organization or Institution Name: _____

Position: _____

Inclusive Dates: _____

Organization or Institution Name: _____

Position: _____

Inclusive Dates: _____

Organization or Institution Name: _____

WORK EXPERIENCE

List in chronological order from most recent, all full-time, paid positions or attach a resume to this application.

Position, Role, Responsibilities: _____

Inclusive Dates: _____

Employer Name: _____

Position, Role, Responsibilities: _____

Inclusive Dates: _____

Employer Name: _____

Position, Role, Responsibilities: _____

Inclusive Dates: _____

Employer Name: _____

Position, Role, Responsibilities: _____

Inclusive Dates: _____

Employer Name: _____

PROFESSIONAL MILESTONES (If applicable)

Contacted the Regional Sub-Committee on Ministerial Candidacy: ___ Yes ___ No

If Yes, ___ Had Career Assessment ___ Aspirant Status ___ Candidate Status

Director of Religious Education: ___ Yes ___ No

If yes, UUA Credentialed DRE: ___ Yes ___ No ___ will not

Minister, Other Denomination: ___ Yes ___ No

If yes, Denomination: _____

Date of Ordination: _____

REFERENCES

List the names and title of the four people whom you are asking to write letters of reference:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

PLEASE LIST OTHER SCHOOLS TO WHICH YOU ARE APPLYING

- 1. _____
- 2. _____
- 3. _____
- 4. _____

INTENTION TO FILE AN APPLICATION FOR STUDENT FINANCIAL AID

___ Yes ___ No

SIGNATURE

I certify that the information contained in this application and in supporting documents is accurate and true to the best of my knowledge. I have reviewed all the sections of this application and have supplied all of the information requested. I understand that all documents submitted for application become the property of Meadville Lombard Theological School and are not returnable to the applicant or transferrable to any third party.

Signature: _____

Date: _____