

Application for Admission

General Instructions for ALL degree applicants

1. Application: Complete the application for admission
2. 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.*
3. 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.
4. Application Fee: A non refundable application fee is required for all applicants. See degree-specific application instructions for applicable fee.
5. Written Materials: See degree-specific application instructions for required written material
6. Submit: Admissions application, application fee, and required written materials in one package to:

Director of Admissions
Meadville Lombard Theological School
5701 S. Woodlawn Ave.
Chicago, IL 60647
7. Transfer and International students, please see page 4 for additional instructions.

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

Individuals applying to the **Residential Program** should submit a complete application no later than **August 15**. Individuals who submit an application after August 15 may be considered for entrance in the following academic year.

Individuals applying to the **Modified Residency Program** should submit a complete application no later than **September 1**. Individuals who submit an application after September 1 may be considered for entrance in the following academic year.

Individuals who plan to apply for federal and institutional financial aid are strongly encouraged to submit a complete admissions application by **February 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.

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

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 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 more than eight (8) pages or 2000 words in length, typed, and double-spaced that addresses 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 Meadville Lombard, with specific reference to your proposed degree program and career objectives.

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 UU church;
- b) An academic reference from a professor who knows your academic abilities;
- 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 file is complete, the admissions office will contact you to schedule an interview by the admissions committee.

II. Instructions for Master of Arts in Religion 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 up to six (6) pages 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 file is complete, the admissions office will contact you to schedule an interview by the admissions committee.

III. Instructions for Doctor of Ministry Students

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 professional ministerial experience. The application fee is \$55 USD.

1. A personal essay not to exceed 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

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

IV. Instructions for Master of Divinity and Master of Art in Social Services

1. Follow the application instructions for the Master of Divinity degree program as outlined in section I.

2. The admission and financial aid applications must be applied for *separately and directly to each school*, and each application is made independently of the other application. Acceptance at one school does not guarantee acceptance in the other school. For application materials and further information on the Master of Arts in Social Services Administration, contact the Office of the Dean of Students; Attention: Admissions; School of Social Services Administration; University of Chicago; 969 East 60th Street; Chicago, IL 60637; or call 773-702-1492 or 1250. The SSA home page is at www.ssa.uchicago.edu.

V. Transfer Student Instructions

1. If applicable, please submit a letter of honorary dismissal from the Registrar or Academic Dean of your previous school.
2. Transfer students who wish to transfer credits into a CTS program must have an admissions interview with the Meadville Lombard Registrar.
3. Transfer students must successfully complete a minimum of twelve (12) academic courses at Meadville Lombard to be eligible for a Meadville Lombard degree.

VI. International Student Instructions

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.

Application for Admission

Expected Academic Year of Entrance: _____

Expected Student Status: ___ Full-Time (9 units of credit per year)
 ___ Half-Time (4.5 or more units of credit per year)
 ___ Fewer than 4.5 unites of credit per year

Degree Program for which you are applying for:

- ___ Master of Divinity
- ___ Master of Divinity in the Modified Residency Format
- ___ Master of Arts in Religion
- ___ Master of Arts in Religion in the Modified Residency Format
- ___ Doctor of Ministry
- ___ Dual Master of Divinity at Meadville Lombard and Master of Arts in Social Services at the University of Chicago in a full-time, residential format

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

Minister, Other Denomination: : ___ Yes ___ No If yes, Date of Ordination: _____

REFERENCES

List the names 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: _____