

APPLICATION PROCEDURE

Office of Theological Admissions
The Theological School
Drew University
Madison, New Jersey 07940-4067
973/408-3111 • FAX: 973/408-3242
E-mail: theoadm@drew.edu
Apply online at www.drew.edu/theo



DREW

Congratulations on taking your first step toward a theological education. Thank you for your interest in the Theological School at Drew University. Please refer to the catalogue for specific admission requirements for degree and non-degree programs. The Theological School of Drew University considers candidates for admission in terms of their overall qualifications for the degree in question. The school does not consider sex, gender, race, ethnic background, national origin, sexual orientation, age, class or handicapping conditions in its admissions decisions. If you have any questions or concerns about the application process as you move through it, please do not hesitate to contact us. Our office hours are from 9:30 a.m. to 5:00 p.m. Eastern time.

ADMISSION STATUS

STUDENTS SEEKING THE FOLLOWING STATUSES APPLY USING THE DEGREE APPLICATION

MASTER OF DIVINITY (M.DIV.)

The M.Div. degree is for men and women who expect to seek ordination as ministers or who anticipate engaging in religious professions. This degree may be completed in three years and requires 84 credit hours. M.Div. Extended Track is available for a limited number of students employed full-time while enrolled in the Theological School.

MASTER OF THEOLOGICAL STUDIES (M.T.S.)

The M.T.S. is a flexible degree to accommodate the learning objectives of the individual student. The degree will meet the educational requirements for individuals who desire to hold a master's or pursue professional identity in a related field. In addition, it will meet the education requirements for those persons seeking ordination as United Methodist deacons. The M.T.S. degree requires 48 credit hours.

MASTER OF SACRED THEOLOGY (S.T.M.)

The S.T.M. degree is a one-year academic program requiring 18 credit hours, including the satisfactory completion of an extended paper. This degree is designed for those who have completed their basic theological education with the M.Div. degree or equivalent degree and wish to pursue further study in a particular field within the curriculum of the Theological School.

DOCTOR OF MINISTRY (D.MIN.)

The D.Min. degree is the highest professional degree in the Theological School at Drew. It is designed to move pastors to the next level of competence in the practice of ministry and contribute to the field of Christian ministry. It is a team-based, peer model, six-semester program for experienced pastors who wish to continue their education with a systematic program of study.

Requirements include either a) the Master of Divinity degree, b) an M.Div. equivalent (3 years of graduate theological education), or c) a master's degree in a related field plus the Master of Theological Studies degree or 24 basic graduate theological studies. The D.Min. degree also requires 3 years of full-time ministry experience following the first theological degree.

APPLICATION PROCEDURE

In order to be considered for admission, please submit all items required for your degree application, as outlined in each Application Checklist. Materials submitted with an application are not released for other purposes and cannot be returned to the applicant.

It is the applicant's responsibility to ensure that all recommendation forms and letters, official transcripts, TOEFL scores, and other application components are received by the Office of Theological Admissions prior to the application deadline. After your file has been completed and considered by the appropriate committee, a letter will be mailed to you containing the committee's decision. Your financial aid award letter will be mailed to you under separate cover shortly thereafter.

The acceptance letter that is sent to successful applicants will contain an "Intent to Accept" form. Please complete this form and send it, along with a \$300 enrollment deposit, back to the Admissions Office. **You are not considered an incoming student until we receive the completed form and deposit.**

TRANSFER STUDENTS

Anyone applying for transfer from another seminary must follow the application procedure for the appropriate degree and must also submit a statement of explanation and purpose for the proposed transfer and a letter of honorable dismissal written by the academic dean or registrar of the seminary from which transfer is sought.

MASTER OF DIVINITY APPLICATION CHECKLIST

In order to be considered for admission to the Master of Divinity program (including Extended Track or Dual Degree option applications), all of the following items must be received by the application deadline.

Domestic application deadline: **July 1** (for fall admission) or **December 1** (for spring admission).

International application deadline: **April 1** (for fall admission) or **October 1** (for spring admission).

- Application Form.** Submit either a) pages 5-8 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A maximum of 4 typed, doubled spaced pages that answer the Personal Response Questions asked of Master of Divinity applicants on page 7.
- Official Transcripts.** Transcripts from all post-secondary institutions are required. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 4 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 9-16 or available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 2 Religious Leaders (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 1 Personal Acquaintance
 - 1 Academic (May include a major or minor professor, faculty advisor or academic dean. Applicants who have been out of school for two or more years should substitute with a recommendation from an employer, including a manager, supervisor or co-worker who you worked with or reported to during employment.)
- TOEFL/TWE scores.** Required of persons whose first language is not English.

When your application file is complete, it will be reviewed by the Admissions Committee, which consists of faculty, students, and staff. The Committee meets regularly, and you will be notified by mail as soon as a decision has been made on your application.

MASTER OF THEOLOGICAL STUDIES APPLICATION CHECKLIST

In order to be considered for admission to the Master of Theological Studies program, all of the following items must be received by the application deadline.

Domestic application deadline: **July 1** (for fall admission) or **December 1** (for spring admission).

International application deadline: **April 1** (for fall admission) or **October 1** (for spring admission).

- Application Form.** Submit either a) pages 5-8 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A maximum of 4 typed, doubled spaced pages that answer the Personal Response Questions asked of Master of Theological Studies applicants on page 7.
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 - 1 Religious Leader (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 2 Personal Acquaintances
 - 1 Academic (May include a major or minor professor, faculty advisor or academic dean. Applicants who have been out of school for two or more years should substitute with a recommendation from an employer, including a manager, supervisor or co-worker who you worked with or reported to during employment.)
- TOEFL/TWE scores.** Required of persons whose first language is not English.

When your application file is complete, it will be reviewed by the Admissions Committee, which consists of faculty, students, and staff. The Committee meets regularly, and you will be notified by mail as soon as a decision has been made on your application.

MASTER OF SACRED THEOLOGY APPLICATION CHECKLIST

In order to be considered for admission to the Master of Sacred Theology program, all of the following items must be received by the application deadline.

All applications, both domestic and international, must be completed by the following deadlines: **March 1** (for fall admission) or **October 1** (for spring admission).

- Application Form.** Submit either a) pages 5-8 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A maximum of 4 typed, doubled spaced pages that answer the Personal Response Questions asked of Master of Sacred Theology applicants on page 7.
- Official Transcripts.** Transcripts from all post-secondary institutions are required. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 4 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 9-16 or available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 2 Personal Acquaintances
 - 2 Academic (May include a major or minor professor, faculty advisor or academic dean. Applicants who have been out of school for two or more years should substitute with a recommendation from an employer, including a manager, supervisor or co-worker who you worked with or reported to during employment.)
- Academic Writing Sample.** A sample of your academic writing in English, minimum of 5 double spaced pages. (Those who have not done previous academic work in English may submit their own English translation of a paper you have written. Applicants who have been out of school for more than 3 years may submit a sermon or an essay on a theological subject of your choice.)
- TOEFL/TWE scores.** Required of persons whose first language is not English.

All completed applications will be reviewed by the appropriate area of faculty following the application deadline. Letters containing admissions decisions will be mailed in April for fall applications and November for spring applications.

DOCTOR OF MINISTRY APPLICATION CHECKLIST

Drew's Doctor of Ministry program operates on a cohort system with a variety of concentrations. Please visit our website at www.drew.edu/theo for information on upcoming concentrations and the terms in which each concentration begins. In order to be considered for admission to the Doctor of Ministry program, all of the following items must be received by the appropriate application deadline. Deadlines are as follows:

Concentrations beginning in the summer term: **April 1**

Concentrations beginning in the fall semester: **July 1**

Concentrations beginning in the spring semester: **October 1**

- Application Form.** Submit either a) pages 5-8 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A maximum of 4 typed, doubled spaced pages that answer the Personal Response Questions asked of Doctor of Ministry applicants on page 7.
- Official Transcripts.** Transcripts from all post-secondary institutions are required. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 4 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 9-16 or available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 2 Religious Leaders (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 1 Personal Acquaintance
 - 1 Academic (May include a major or minor professor, faculty advisor or academic dean. Applicants who have been out of school for two or more years should substitute with a recommendation from an employer, including a manager, supervisor or co-worker who you worked with or reported to during employment.)
- TOEFL/TWE scores.** Required of persons whose first language is not English.

When your application file is complete, it will be reviewed by the Doctor of Ministry Committee, which consists of faculty and staff. The Committee meets regularly, and you will be notified by mail as soon as a decision has been made on your application.

FINANCIAL AID

Drew Theological School offers a financial assistance program consisting of merit-based and need-based awards.

Merit-based Scholarships are awarded by the Admissions Committee in May of each year for fall enrollment and December for spring enrollment. No separate application is required; all admitted applicants are automatically evaluated for a merit scholarship. Consequently, it is important that your application be completed by May 1 or December 1.

Need-based financial aid is available to qualified applicants who have completed both the F.A.F.S.A. (Free Application for Federal Student Aid) and the Drew Theological School Supplemental Financial Aid Form. The F.A.F.S.A. should be completed online at www.fafsa.ed.gov. When these necessary forms have been completed, the Office of Financial Assistance at Drew University will offer an award if need is demonstrated. We encourage you to complete these documents promptly.

International students are not eligible to receive aid under any U.S. federal program.

CAMPUS HOUSING

Campus housing is available to both single and married students and families **but is very limited**. A Housing Application Form will be mailed to you by our office when we receive your enrollment deposit. Since apartment space is assigned by the Office of Residence Life on a first-come, first-served basis, we require that you submit the Housing Application Form and deposit by June 1 for fall enrollment and by December 1 for spring enrollment.

INTERNATIONAL STUDENTS

All international students who are offered admission are required by the U.S. government to show proof of complete financial support for at least the first full year before visa documents may be issued. All necessary forms will be sent to you as soon as we receive your Intent to Accept Form and enrollment deposit.

TOEFL/TWE

If English is not your first language, then a TOEFL (Test of English as a Foreign Language) score is required. All non-native English-speaking applicants must submit a TOEFL score of at least 88 (Internet-based exam) or 230 (computer-based exam) in order to be considered for admission into the Theological School. Only Internet-based and computer-based scores will be accepted. (If neither Internet nor computer-based tests are available in your country of residence, please contact the Office of Theological Admissions at theoadm@drew.edu.) Please note: If the grading system for the TOEFL exam changes, refer to our online catalogue (www.drew.edu/theo) for up-to-date information or contact the Office of Theological Admissions for TOEFL requirements.

A TOEFL waiver may be requested from the Admissions Office and it will only be considered if the applicant meets any of the following requirements: 1) Previously completed a degree in a USA college or university (official transcript(s) required), 2) Published articles in English or 3) Previously completed a degree from a non-USA college or university where the primary instruction was in English. PLEASE NOTE: After the TOEFL waiver request is reviewed, the applicant may still be required to take the TOEFL exam prior to an offer of admission into the Theological School.

The University of Cambridge language examinations or the IELTS (International English Language Testing System) examination may be submitted as an alternative to the TOEFL examination. In such instances, a passing grade in the Cambridge CPE (Certificate of Proficiency in English) or a grade of 6 on the IELTS is required.

For Bilingual D.Min. programs: All applicants who are non-native speakers of English are requested to submit composite TOEFL scores for purposes of language assessment.

PROGRAM CHANGES

Drew Theological School degree seeking students wishing to change programs must complete a two-step process:

- Step 1:** Apply for the new program by filling out the application (pp. 5–8 of this booklet or online at www.drew.edu/theo). Submit a one-page statement indicating the reason for changing programs. Provide a recommendation from a Drew professor. AFTER students complete this process they move to the second step.
- Step 2:** Petition the Academic Standing Committee to apply their existing credits toward the new degree program.

ADDITIONAL INFORMATION

Information regarding full, conditional, and probationary admission; transfer students and advanced standing; and other details of degree programs and Drew Theological School regulations can be found in our print, CD, or online catalog.

APPLICATION FOR ADMISSION

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DREW

Date of Application _____

Program desired:

For admission in Fall _____ Spring _____

- Full Time
Part Time
Transfer Student

- Doctor of Ministry
Master of Divinity
Master of Divinity - Extended Track
Master of Theological Studies
Master of Theological Studies - UMC Deacon Track
Master of Sacred Theology

Please read the accompanying instructions before completing this application. Answer all items. A \$35 nonrefundable fee must accompany the application.

PERSONAL INFORMATION

Name Title (Mr., Ms., Mrs., Rev., Dr.) First Middle Last (family or surname)

Please print or type all answers.

Previous Names (if applicable) First Last (family or surname)

Current Address Street

City State Zip Code

Permanent address (if different from above, date current address expires):

Street City State Zip Code

Home Phone Number () Work Phone Number ()

Cell Phone Number () E-mail Address

Social Security Number Date of Birth Month/Day/Year Sex Male Female

Citizenship Place of Birth

If not a U.S. citizen, what is your status? Permanent resident of U.S., Green Card # Will need an entrance visa.

If your first language is not English, when did you or will you take the TOEFL exam? Score, if known:

Church Affiliation: Denomination Local Church, Location

United Methodists: Annual Conference

(D. Min.) Ordained by

(D. Min.) Years of experience in full-time professional ministry

Will you seek financial aid? (This question is asked for processing purposes, not for selection purposes.)

Will you need campus housing?

The following items are optional: (This information is used only for purposes of statistical analysis and is not considered in the admission process.)

Are you Hispanic or Latino/a?

- No, not Hispanic.
Yes, Hispanic or Latino/a: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race? Mark one or more races to indicate what you consider yourself to be.

- White
Black or African American
American Indian or Alaska Native
Asian
Native Hawaiian or other Pacific Islander

EDUCATION AND EXPERIENCE

EDUCATIONAL DATA. Please list all colleges, professional and graduate schools, and seminaries you have attended, beginning with the institution most recently attended.

Schools	Locations	Dates of Attendance	Degrees	
			Earned	In Progress

Undergraduate Major field _____ Graduate Major field _____

OFFICIAL TRANSCRIPTS

No application can be considered until the Office of Theological Admission has received your official transcripts and all other required materials. If your name on your transcript(s) is different from your current name, please indicate your name as it appears on your transcript(s): _____

Honors and distinctions earned _____

PERSONAL ACTIVITIES

EMPLOYMENT HISTORY (You may attach a resumé and/or additional pages.)

Where Employed	Date

Church positions held, voluntary or paid _____

Civic, extracurricular activities, hobbies, interests _____

What subjects are of special interest? _____

What recent reading has been of special interest to you and why? _____

Objectives in theological study? parish ministry teaching chaplaincy Deacon's Orders
 Non traditional ministry, which? _____

Are you pursuing ordination? yes no
 If so, what is your current status within your denomination? _____

CONDUCT

The following questions relate to the high ethical standards to which those in ministry are held. Failure to provide truthful answers to the following questions or failure to inform the Office of Theological Admissions of any subsequent changes in your answers may result in the revocation of admission into the Theological School.

- a. Have you ever been discharged by an employer for an incident involving moral turpitude, sexual misconduct or indiscretion? Yes No
- b. Have you ever been placed on academic or disciplinary probation or resigned or been suspended, expelled, or requested/advised to resign from any college, university, professional school or school of theology? Yes No
- c. Have you ever been convicted of a crime involving moral turpitude, sexual misconduct or indiscretion? Yes No
- d. Are there any issues of importance concerning yourself not covered by the application that might assist in interpreting the supporting credentials of your application? Yes No

If you have answered “yes”, please submit a statement of explanation. The Theological School reserves the right to conduct a criminal background check on all applicants. If the Theological School chooses to conduct a criminal background check, pursuant to applicable law, you will be provided with adequate notice and an opportunity to confirm or deny the accuracy of any information contained in a criminal background investigation record.

PERSONAL RESPONSE QUESTIONS

MASTER OF DIVINITY

MASTER OF DIVINITY–EXTENDED TRACK

(Maximum four pages, typed and double spaced, total. Please answer each question thoroughly.)

1. Describe your background in the Christian faith, especially the influences that have led you to ministry.
2. Indicate the type of ministry or vocation that you feel called to engage. In what ways will a seminary education at Drew assist you?
3. Consider the books you have read within the past two years. In what ways have these books shaped your Christian faith and prepared you for theological study at Drew Theological School?
4. Describe an experience in leadership where you have been effective.
5. In what ways have you resolved conflict or dealt with crisis in your life? State an example.

MASTER OF THEOLOGICAL STUDIES

(Maximum four pages, typed and double spaced, total. Please answer each question thoroughly.)

1. Describe your academic interest in the Master of Theological Studies degree.
2. What goals do you plan to achieve by enrolling in the Master of Theological Studies program?
3. Describe your religious background, especially the influences that have led you to seek this degree.
4. From within the past three years, take an event, issue or perspective and show how it has shaped your current understanding of religion.

MASTER OF SACRED THEOLOGY

(Maximum four pages, typed and double spaced, total. Please answer each question thoroughly.)

1. Describe your academic interest in advanced theological studies. Identify the area of study on which you intend to concentrate, if admitted and why.
2. Comment on your reasons for pursuing the Master of Sacred Theology degree.
3. In what areas of theological academic preparation do you find yourself strongest and weakest? Explain.
4. Consider the books you have read within the past two years. In what ways have these books shaped your Christian faith and prepared you for advanced theological study at Drew Theological School?

DOCTOR OF MINISTRY

- a. List your ministerial assignments including the title, dates, and responsibilities. Include full-time and part-time positions, as well as whether the position is recognized as an assignment by your denomination.

Please answer the following: (Maximum four pages, typed and double spaced, total. Please answer each question thoroughly.)

- b. Describe the experiences that have been most significant in your professional growth.
- c. Honestly evaluate the effectiveness of your ministry, including highlights such as meaningful events, changes in your understanding of ministry, primary sources of satisfaction and dissatisfaction, and perceived strengths and weaknesses.
- d. Select two areas of strength and briefly indicate why you believe you excel in these areas.
- e. Select two areas where improvement – desire or need for growth – would make you a more effective minister, and briefly relate these to your personal or professional goals.
- f. Briefly state some of the biblical and/or theological and/or cultural insights, concepts or convictions that are central to your understanding of the ministry (mission) of the church and the role of clergy.

ADDITIONAL QUESTIONS

Have you applied to Drew Theological School before? Yes No

If yes, when? _____

Have you applied to any other theological schools/seminaries? Yes No

If so, which ones? _____

Have you been refused admission or dismissed by a seminary? Yes No

If yes, please attach an explanation to your application.

Why do you consider Drew Theological School to be a good match for your theological education?

Although cross-cultural studies (i.e. travel to Africa, India, Korea, etc.) are open to all degree seeking students in the Theological School, it is a requirement for M.Div. students. Is there anything that would prevent you from taking part? Please explain:

What influenced you to apply to Drew Theological School? *(Please indicate any Drew University Alumni/ae, faculty or students who have influenced you.)*

RECOMMENDATIONS

Please give names for each recommender and type of recommendation. Persons more than two years removed from the most recent education program may make appropriate substitutions for academic references. Family members, spouse or current Drew students are unacceptable as references.

1. Name _____

Type of Recommendation _____

2. Name _____

Type of Recommendation _____

3. Name _____

Type of Recommendation _____

4. Name _____

Type of Recommendation _____

ENDORSEMENT

In accordance with the Family Educational Rights and Privacy Act of 1974, you may waive your right to inspect the recommendations submitted on your behalf. Should you decide not to waive the right, you will have access to the recommendations only if you enroll in the Theological School at Drew University.

My signature attests that all the information contained in my application is factually correct and honestly presented.

I hereby waive my right of access to all recommendations. I do not waive my right of access to all recommendations.

Signature _____ Date: _____

Drew University is committed to seeking academic excellence while striving continuously to be a welcoming, diverse, and socially just campus. We aspire to provide an education that in content, scope and pedagogy embraces difference and promotes respect that extends beyond the classroom to all University spaces and to local and global communities. Diversity encompasses multiple dimensions, including, but not limited to, race, culture, nationality, ethnicity, geographic origin, class, sexual orientation, gender, disabilities, age, and religion. Our intent is to achieve a learning environment in which students, faculty, and staff understand the challenges, accomplishments, and perspectives of various groups of people, thus gaining a fuller understanding of themselves as well as how to engage in conversation spanning differences and commonalities. Achieving this vision is a fundamental commitment critical to Drew University's mission as an institution of higher learning. Questions concerning this policy, or complaints of discrimination, may be directed to George-Harold Jennings, Affirmative Action Officer, Drew University, Madison, NJ 07940; 973/408-3392. (Information provided in compliance with Title IX, Section 504, and the Age Discrimination Act.)

RECOMMENDATION FORM

Office of Theological Admissions
The Theological School
Drew University
Madison, New Jersey 07940-4067
973/408-3111 • FAX: 973/408-3242
E-mail: theoadm@drew.edu
Apply online at www. drew.edu/theo



DREW

To the Recommender: We understand the time it takes for you to complete this recommendation and want you to know that we appreciate your contribution to the selection process. The information that you are providing gives insight into the applicant. Your time and thoughtfulness are critical components to the application process. It is in the best interest of the applicant as well as Drew Theological School if you provide a candid, honest and substantively significant assessment of the applicant. The perspective that you supply assists in the admissions process as well as the planning of possible future study at Drew. We thank you in advance for your valued contributions to this process.

Please note: The applicant will not have access to this recommendation unless a formal request is made AFTER the student is enrolled in the Theological School at Drew University.

Please type or print this recommendation. Note that this recommendation is only beneficial to the applicant and useful to the Office of Theological Admissions if you answer the questions in Part 1 below and enclose a letter addressing the appropriate set of questions from Part 2. Enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the envelope to the applicant or mail it directly to the Office of Theological Admissions, The Theological School, Drew University, 36 Madison Avenue, Madison, New Jersey 07940.

Name: _____ Occupation: _____

Address: _____

Phone Number – Work: _____ Home: _____

E-Mail Address: _____

Signature: _____ Date: _____

Type of Recommendation: [] Religious Leader [] Personal Acquaintance [] Academic [] Employer

Recommendation for (Name) _____
First Middle Last (family)

who is applying to (Program) _____ and whose current address is

Street

City State Zip Code Country

PART I

If you wish to elaborate on any of these answers, please do so in Part II.

- 1. How well do you know the applicant? [] Not at all [] Casually [] Rather well [] Very well
2. Do you have any reservations about this person's ability to do graduate theological work and reflection? [] Yes [] No [] Unknown
3. Is there anything to keep this person from functioning as an effective pastor or church leader? [] Yes [] No [] Unknown [] Not Applicable
4. Are you a Drew University Alumni/ae? [] Yes [] No
5. [] I strongly recommend this applicant.
6. Would you like for us to contact you regarding the applicant? [] Yes [] No [] If needed

PART II

Please answer the appropriate questions in this section on a separate piece of paper.

Questions for response by **RELIGIOUS LEADER** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- Describe the applicant's current leadership abilities and potential for development.
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **PERSONAL ACQUAINTANCE** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- If you can, please offer insight into the applicant's life experiences that bear upon the applicant's suitability for admission into the Theological School.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **ACADEMIC** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- Describe the applicant's ability to perform graduate theological academic work at a high level.
- Provide insight into the applicant's strengths and weaknesses for the rigors of graduate work.
- Evaluate the applicant's past performance and areas of growth.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **EMPLOYER** recommender

- How long, how closely and under what circumstances have you interacted with the applicant?
- What unique skills does the applicant possess that you found to be assets in the workplace?
- Describe the applicant's current leadership abilities and potential for development.
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- What distinctive qualities do you admire and respect most about the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Thank you for your time and effort.

RECOMMENDATION FORM

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Drew University
Madison, New Jersey 07940-4067
973/408-3111 • FAX: 973/408-3242
E-mail: theoadm@drew.edu
Apply online at www. drew.edu/theo



DREW

To the Recommender: We understand the time it takes for you to complete this recommendation and want you to know that we appreciate your contribution to the selection process. The information that you are providing gives insight into the applicant. Your time and thoughtfulness are critical components to the application process. It is in the best interest of the applicant as well as Drew Theological School if you provide a candid, honest and substantively significant assessment of the applicant. The perspective that you supply assists in the admissions process as well as the planning of possible future study at Drew. We thank you in advance for your valued contributions to this process.

Please note: The applicant will not have access to this recommendation unless a formal request is made AFTER the student is enrolled in the Theological School at Drew University.

Please type or print this recommendation. Note that this recommendation is only beneficial to the applicant and useful to the Office of Theological Admissions if you answer the questions in Part 1 below and enclose a letter addressing the appropriate set of questions from Part 2. Enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the envelope to the applicant or mail it directly to the Office of Theological Admissions, The Theological School, Drew University, 36 Madison Avenue, Madison, New Jersey 07940.

Name: _____ Occupation: _____

Address: _____

Phone Number – Work: _____ Home: _____

E-Mail Address: _____

Signature: _____ Date: _____

Type of Recommendation: [] Religious Leader [] Personal Acquaintance [] Academic [] Employer

Recommendation for (Name) _____
First Middle Last (family)

who is applying to (Program) _____ and whose current address is

Street

City State Zip Code Country

PART I

If you wish to elaborate on any of these answers, please do so in Part II.

- 1. How well do you know the applicant? [] Not at all [] Casually [] Rather well [] Very well
2. Do you have any reservations about this person's ability to do graduate theological work and reflection? [] Yes [] No [] Unknown
3. Is there anything to keep this person from functioning as an effective pastor or church leader? [] Yes [] No [] Unknown [] Not Applicable
4. Are you a Drew University Alumni/ae? [] Yes [] No
5. [] I strongly recommend this applicant.
6. Would you like for us to contact you regarding the applicant? [] Yes [] No [] If needed

PART II

Please answer the appropriate questions in this section on a separate piece of paper.

Questions for response by **RELIGIOUS LEADER** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- Describe the applicant's current leadership abilities and potential for development.
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **PERSONAL ACQUAINTANCE** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- If you can, please offer insight into the applicant's life experiences that bear upon the applicant's suitability for admission into the Theological School.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **ACADEMIC** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- Describe the applicant's ability to perform graduate theological academic work at a high level.
- Provide insight into the applicant's strengths and weaknesses for the rigors of graduate work.
- Evaluate the applicant's past performance and areas of growth.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **EMPLOYER** recommender

- How long, how closely and under what circumstances have you interacted with the applicant?
- What unique skills does the applicant possess that you found to be assets in the workplace?
- Describe the applicant's current leadership abilities and potential for development.
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- What distinctive qualities do you admire and respect most about the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Thank you for your time and effort.

RECOMMENDATION FORM

Office of Theological Admissions
The Theological School
Drew University
Madison, New Jersey 07940-4067
973/408-3111 • FAX: 973/408-3242
E-mail: theoadm@drew.edu
Apply online at www. drew.edu/theo



DREW

To the Recommender: We understand the time it takes for you to complete this recommendation and want you to know that we appreciate your contribution to the selection process. The information that you are providing gives insight into the applicant. Your time and thoughtfulness are critical components to the application process. It is in the best interest of the applicant as well as Drew Theological School if you provide a candid, honest and substantively significant assessment of the applicant. The perspective that you supply assists in the admissions process as well as the planning of possible future study at Drew. We thank you in advance for your valued contributions to this process.

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Name: _____ Occupation: _____

Address: _____

Phone Number – Work: _____ Home: _____

E-Mail Address: _____

Signature: _____ Date: _____

Type of Recommendation: [] Religious Leader [] Personal Acquaintance [] Academic [] Employer

Recommendation for (Name) _____
First Middle Last (family)

who is applying to (Program) _____ and whose current address is

Street

City State Zip Code Country

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4. Are you a Drew University Alumni/ae? [] Yes [] No
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Questions for response by **RELIGIOUS LEADER** recommender

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RECOMMENDATION FORM

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Name: _____ Occupation: _____

Address: _____

Phone Number – Work: _____ Home: _____

E-Mail Address: _____

Signature: _____ Date: _____

Type of Recommendation: [] Religious Leader [] Personal Acquaintance [] Academic [] Employer

Recommendation for (Name) _____
First Middle Last (family)

who is applying to (Program) _____ and whose current address is

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PART II

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Questions for response by **RELIGIOUS LEADER** recommender

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- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
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Questions for response by **ACADEMIC** recommender

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- Describe the applicant's ability to perform graduate theological academic work at a high level.
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- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
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Thank you for your time and effort.

APPLICATION PROCEDURE NON-DEGREE PROGRAMS

Office of Theological Admissions
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E-mail: theoadm@drew.edu
Apply online at www.drew.edu/theo



DREW

Thank you for your interest in the Theological School at Drew University. Please refer to the catalogue for specific admission requirements for degree and non-degree programs. The Theological School of Drew University considers candidates for admission in terms of their overall qualifications for the program in question. The school does not consider sex, gender, race, ethnic background, national origin, sexual orientation, age, class or handicapping conditions in its admissions decisions.

APPLICATION PROCEDURE

The Theological School has a variety of non-degree options. Please read the information carefully to determine which option is appropriate for you, then follow the appropriate application procedure. All non-degree applications must be completed by **August 1** (for fall admission) or **January 5** (for spring admission). Materials submitted with an application are not released for other purposes and cannot be returned to the applicant.

The first four non-degree options, described below, follow the same application procedure.

Theological Unclassified. A limited number of persons wishing to take one course per semester, up to three courses (9 credits), but who do not wish to matriculate as degree candidates, may be admitted as unclassified students. Registration for courses is on a space-available basis, including the permission of the instructor.

Theological Online. A limited number of persons wishing to take one online course per semester, up to three online courses (9 credits), but who do not wish to matriculate as degree candidates, may be admitted as non-degree students. Registration for courses is on a space-available basis, including the permission of the instructor.

Theological Auditor. Matriculating students may receive permission to officially audit from the Academic Associate Dean's office and register for the class. They are charged the full audit rate.

Spouses of students, alumni/ae, and ministers may be permitted to officially audit courses as space is available as official auditors, with audit credit being entered into a permanent transcript record. After completing the admissions process they receive permission to audit from the Academic Associate Dean's office and register for the class. They are charged the full audit rate.

Certification Studies. This status is assigned to students in the United Methodist diaconal and certification programs who will receive their certificates from the United Methodist Church, but who take Drew course(s) to meet that program's academic requirements. These courses are taken for audit credit and are entered into a permanent transcript record. A separate application is required for each U.M. certification.

The non-degree options above follow this procedure:

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A one page statement (written on page 20 of this booklet or one typed, double spaced page) describing your reasons for seeking admission as a non-degree student and your goals for study.
- Official Transcript.** Your most recent transcript, from degree or non-degree work. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 2 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 21-24 or available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 1 Religious Leader (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 1 Personal Acquaintance

Theological Visitor. This classification is used for persons enrolled in another seminary or theological institution who wish to take classes at Drew, generally summer classes, for academic credit.

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Recommendation.** A letter from the Academic Dean or Registrar at your home institution is required to complete the application. This letter should indicate approval for coursework at Drew and that the applicant is currently a student in good standing at the home institution.

Community Fellows. Members of the community who wish to explore new subjects in a non-credit setting can apply to be Community Fellows. This program offers selected courses that include matriculated students. The aim of this program is personal enrichment, not credit toward a degree. Community Fellows are non-matriculated students. Students, spouses of students, alumni/ae, and ministers are ineligible for this status and must apply as a Theological Auditors.

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Interview.** An on-campus interview is required for the completion of this application process. After submitting the application form, please contact the Office of Theological Admissions to schedule this.

Theological Special. Persons who do not wish to matriculate as candidates for degrees may be admitted as special students. Registration for courses is on a space-available basis. Students in this area are ineligible for financial aid.

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A one page statement (written on page 20 of this booklet or one typed, double spaced page) describing your reasons for seeking admission as a non-degree student and your goal for study.
- Official Transcripts.** Transcripts from all post-secondary institutions are required. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 4 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 21-24 and available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 2 Religious Leaders (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 1 Personal Acquaintance
 - 1 Academic (May include a major or minor professor, faculty advisor or academic dean. Applicants who have been out of school for two or more years should substitute with a recommendation from an employer, including a manager, supervisor or co-worker who you worked with or reported to during employment.)

When your application file is complete, it will be reviewed by our Admissions Committee, which consists of faculty, students and staff. The Committee meets regularly and you will be notified as soon as a decision has been made on your application.

Applicants are notified of the Admissions Committee decision by mail.

The acceptance letter that we send to successful applicants will contain an "Intent to Accept Form." Please complete this form and send it, along with a \$150 enrollment fee, back to the Admissions Office. You are not considered an incoming student until we receive the completed form and non-refundable fee. Enrollment in a non-degree program at Drew or in the United Methodist certificate programs does not constitute automatic acceptance in a degree-granting program of Drew Theological School.

If admitted, please write or type the student identification number on all checks or money orders made payable to Drew University. Theological non-degree students are charged per-hour fees for course work and certain general fees. For information, contact the Business Office at 973/408-3376/3114. See catalog for further details.

APPLICATION FOR ADMISSION – NON-DEGREE PROGRAMS

Office of Theological Admissions
 The Theological School
 Drew University
 Madison, New Jersey 07940-4067
 973/408-3111 • FAX: 973/408-3242
 E-mail: theoadm@drew.edu
 Apply online at www.drew.edu/theo



DREW

Date of Application _____ Theological Unclassified UM Certification _____ (program)
 For admission in Theological Online I have completed an undergraduate degree.
 Fall _____ Spring _____ Theological Audit I have completed some undergraduate courses.
 Theological Special I have completed a high school degree.
 Theological Visitor
 Community Fellows
 Other _____

Please read the accompanying instructions before completing this application. Answer all items. A \$35 non-refundable fee must accompany the application.

PERSONAL INFORMATION

Name _____
Title (Mr., Mrs., Ms.) First Middle Last (family) Suffix

Previous Names (if applicable) _____
Title (Mr., Mrs., Ms.) First Middle Last (family) Suffix

Current Address _____
Street

_____ City State Zip Code

Permanent address (if different from above) _____ Date current address expires _____
Street City State Zip Code

Phone Number (_____) _____ Fax Number (_____) _____

E-Mail Address _____ Sex Male Female

Date of Birth _____ Social Security Number _____

Denominational Affiliation _____ Place of Birth _____

Please print or type all answers.

Transcripts are required for all applications requesting academic credit. Official transcripts required from the last college or university must be submitted regardless of whether a degree was granted. The college or university may mail the official transcript directly to you or to our office. All transcripts should be received by our office in an unopened envelope and bear the official seal of the college or university.

A recent TOEFL and TWE is required for all applicants for whom English is not the first language. See page 4 of this application for more information.

Schools	Locations	Dates of Attendance	Degrees	
			Earned	In Progress

The following items are optional: *(This information is used only for purposes of statistical analysis and is not considered in the admission process.)*

Are you Hispanic or Latino/a?

- No, not Hispanic.
- Yes, Hispanic or Latino/a: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race? Mark one or more races to indicate what you consider yourself to be.

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander

Please use the space below to describe your reasons for seeking admission as a non-degree student and your goals for study. Please give special attention to describing your ministry and the directions you see yourself taking in the future. You may attach one typed page instead of using the space provided below.

ENDORSEMENT

In accordance with the Family Educational Rights and Privacy Act of 1974, you may waive your right to inspect the recommendations submitted on your behalf. Should you decide not to waive the right, you will have access to the recommendations only if you enroll in the Theological School at Drew University.

My signature attests that all the information contained in my application is factually correct and honestly presented.

I hereby waive my right of access to all recommendations. I do not waive my right of access to all recommendations.

Signature _____ Date: _____

Drew University is committed to seeking academic excellence while striving continuously to be a welcoming, diverse, and socially just campus. We aspire to provide an education that in content, scope and pedagogy embraces difference and promotes respect that extends beyond the classroom to all University spaces and to local and global communities. Diversity encompasses multiple dimensions, including, but not limited to, race, culture, nationality, ethnicity, geographic origin, class, sexual orientation, gender, disabilities, age, and religion. Our intent is to achieve a learning environment in which students, faculty, and staff understand the challenges, accomplishments, and perspectives of various groups of people, thus gaining a fuller understanding of themselves as well as how to engage in conversation spanning differences and commonalities. Achieving this vision is a fundamental commitment critical to Drew University's mission as an institution of higher learning. Questions concerning this policy, or complaints of discrimination, may be directed to George-Harold Jennings, Affirmative Action Officer, Drew University, Madison, NJ 07940; 973/408-3392. (Information provided in compliance with Title IX, Section 504, and the Age Discrimination Act.)

DREW

OFFICE OF THEOLOGICAL ADMISSIONS
THE THEOLOGICAL SCHOOL
DREW UNIVERSITY
MADISON, NJ 07940-4067
973/408-3111
FAX: 973/408-3242
WWW.DREW.EDU/THEO

NON-DEGREE RECOMMENDATION FORM

Office of Theological Admissions
The Theological School
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DREW

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Name: _____ Occupation: _____

Address: _____

Phone Number – Work: _____ Home: _____

E-Mail Address: _____

Signature: _____ Date: _____

Type of Recommendation: [] Religious Leader [] Personal Acquaintance

Recommendation for (Name) _____
First Middle Last (family)

who is applying to (Program) _____ and whose current address is

Street

City State Zip Code Country

PART I

If you wish to elaborate on any of these answers, please do so in Part II.

- 1. How well do you know the applicant? [] Not at all [] Casually [] Rather well [] Very well
2. Do you have any reservations about this person's ability to do graduate theological work and reflection? [] Yes [] No [] Unknown
3. Is there anything to keep this person from functioning as an effective pastor or church leader? [] Yes [] No [] Unknown [] Not Applicable
4. Are you a Drew University Alumni/ae? [] Yes [] No
5. [] I strongly recommend this applicant.
6. Would you like for us to contact you regarding the applicant? [] Yes [] No [] If needed

PART II

Please answer the appropriate questions in this section on a separate piece of paper.

Questions for response by **RELIGIOUS LEADER** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- Describe the applicant's current leadership abilities and potential for development.
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Questions for response by **PERSONAL ACQUAINTANCE** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
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Thank you for your time and effort.

NON-DEGREE RECOMMENDATION FORM

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Name: _____ Occupation: _____

Address: _____

Phone Number – Work: _____ Home: _____

E-Mail Address: _____

Signature: _____ Date: _____

Type of Recommendation: [] Religious Leader [] Personal Acquaintance

Recommendation for (Name) _____
First Middle Last (family)

who is applying to (Program) _____ and whose current address is

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City State Zip Code Country

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If you wish to elaborate on any of these answers, please do so in Part II.

1. How well do you know the applicant? [] Not at all [] Casually [] Rather well [] Very well

2. Do you have any reservations about this person’s ability to do graduate theological work and reflection? [] Yes [] No [] Unknown
If “Yes,” please comment in Part II.

3. Is there anything to keep this person from functioning as an effective pastor or church leader? [] Yes [] No [] Unknown [] Not Applicable
If “Yes,” please comment in Part II.

4. Are you a Drew University Alumni/ae? [] Yes [] No
If so, what school? _____ Year _____ Degree _____

5. [] I strongly recommend this applicant.
[] I recommend this applicant with reservations. (These reservations are noted in the attached letter.)
[] I do not recommend this applicant.

6. Would you like for us to contact you regarding the applicant? [] Yes [] No [] If needed

PART II

Please answer the appropriate questions in this section on a separate piece of paper.

Questions for response by **RELIGIOUS LEADER** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- Describe the applicant's current leadership abilities and potential for development.
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Questions for response by **PERSONAL ACQUAINTANCE** recommender

- How long, how closely and in what capacity have you interacted with the applicant?
- What insight can you share regarding the applicant's spiritual maturity and need for continued growth and development?
- Describe the applicant as a person; indicate strengths, weaknesses, limitations, usual way of relating to others, reaction to stress and usual means of resolving conflict.
- If you can, please offer insight into the applicant's life experiences that bear upon the applicant's suitability for admission into the Theological School.
- What distinctive qualities do you respect most in the applicant? In addition, what would you say about the applicant that the applicant would not say on his or her own behalf?

Thank you for your time and effort.