

University of Dubuque Theological Seminary  
Admissions Application Packet



## Dear Applicant:

Thank you for your interest in the University of Dubuque Theological Seminary. The materials contained in this packet are intended for prospective students applying for our Master of Divinity (M.Div.), Distance Master of Divinity (M.Div.), and Master of Arts in Religion (M.A.R.) programs. The packet can also be used by applicants who wish to be considered as 3/3 or 3/2 students.

Please take the time to carefully review the application requirements. It is important to note that the Admissions Committee will not review your application until your file is complete.

If you have any questions regarding the application process, please contact our office at 563.589.3112 | 800.369.8387 | [udtsadms@dbq.edu](mailto:udtsadms@dbq.edu), or visit us on the web: <http://udts.dbq.edu>.

May God bless you as you consider pursuing a theological education.

In Christ,

  
Director of Seminary Admissions

### Instructions

Please TYPE your response if possible. The applicant is responsible for assuring the timely arrival of all materials. NO application is considered until ALL necessary papers have been received.

1. Please enclose with this application form the fee of \$30 U.S.A. (nonrefundable).
2. Request that the appropriate person or institution send to the Office of Admissions:
  - a. An official transcript of all work done at each college, university, and seminary in which you have studied for academic credit. Please send official copies of your academic records.
  - b. A report, on the enclosed form, of your academic standing at the institution where you are currently enrolled or which you most recently attended. Please insert your name and college or university in the appropriate spaces on the form and deliver it to the dean or other proper official, authorizing that the information requested be sent to the University of Dubuque Theological Seminary.
3. Provide three letters of reference on the enclosed forms from individuals not related by blood or marriage. We seek references that will speak about you in terms of the following:
  - a. Your commitment to Christ and gifts for service in the church.
  - b. Your leadership ability, maturity, and facility in interpersonal and group relationships.
  - c. Your academic ability and intellectual enthusiasm, curiosity, and perceptiveness.
4. A five to seven page narrative statement 10 to 12 point font size; (typed and double spaced) that addresses:
  - a. How your faith has developed, including two or three persons or events which shaped your life.
  - b. The development of your sense of call to ministry and why you wish to pursue seminary studies.
  - c. What you look forward to studying, and what kind of service you hope to enter after seminary.
  - d. Your gifts for service to the church, and areas in which you perceive the need for growth.
5. An interview is required for admission. Please call the admissions office to make arrangements.

Applications are expected to be completed by Dec. 1 for early admission and April 15 for regular admission for the following academic year. Applications completed after April 15 are considered on a space-available basis. Applications for Spring term admission must be submitted by Nov 1. **All Distance M.Div. students matriculate in August.**



## Church Background

With what denomination are you presently affiliated? (Please give its full, official name.) \_\_\_\_\_

Name of local church \_\_\_\_\_

Address \_\_\_\_\_

Name of Pastor \_\_\_\_\_ Phone number \_\_\_\_\_

Are you ordained as a deacon? \_\_\_\_\_ As an elder? \_\_\_\_\_ As a pastor? \_\_\_\_\_

By whom or what body? \_\_\_\_\_

State chronologically (with dates), the local congregations with which you have been active. Include any offices held or type of service. Note any long periods of non-membership or inactivity. Begin at your childhood and continue to the present. Use additional sheets if necessary.

### Presbyterian Students

If you are a member of a PC (USA), give the name of the Presbytery in which your church is located \_\_\_\_\_

If you are applying for an M.Div.:

Are you an  Inquirer, or  Candidate Date: \_\_\_\_\_

If you are neither an Inquirer nor a Candidate, please explain whether or not you have plans for pursuing ordination \_\_\_\_\_

Name and address of your Presbytery Committee on Preparation for Ministry chairperson:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

### Other Denominational Students

Give the name of the judicatory in which your church is located \_\_\_\_\_

If you are applying for an M.Div.:

Are you a candidate for ministry?  No  Yes: Date \_\_\_\_\_

If you are not a candidate please describe your plan for pursuing candidacy \_\_\_\_\_

Name and address of person charged with oversight of your candidacy:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

## Financial and Housing Information

How do you plan to finance your seminary program? \_\_\_\_\_

Do you plan to apply for UDTS financial aid?  Yes  No \_\_\_\_\_

### Residential Students:

Will you apply for UDTS campus housing?  Yes  No (If yes, please check type below.)

Townhouse

Furnished Commuter townhouse (shared with other students)

If no, please indicate how you plan to meet your housing needs: \_\_\_\_\_

### Distance Students:

Will you need housing for two-week residencies twice annually?  Yes  No

## How did you hear about us?

Pastor  Alumni/ae  Internet  Advertisement  Other: \_\_\_\_\_

## Letters of Reference

Who will provide your Letters of Reference?

Name of Pastor \_\_\_\_\_ Position or Title \_\_\_\_\_

Address \_\_\_\_\_ Institution \_\_\_\_\_

Name of Professor \_\_\_\_\_ Position of Title \_\_\_\_\_

Address \_\_\_\_\_ Institution \_\_\_\_\_

Name of friend or colleague \_\_\_\_\_ Position or Title \_\_\_\_\_

Address \_\_\_\_\_ Institution \_\_\_\_\_

## Personal History

Please list the following information, including dates and places where possible. If necessary, you may continue on a separate sheet, or substitute a resume covering these topics:

- a. Secular occupations in which you have engaged, both during and following college, including summer jobs.
- b. Areas of your involvement with student and community activities.
- c. Academic or special honors you have received.
- d. Special interests and hobbies.

It is the policy of University of Dubuque Theological Seminary to actively support equality of opportunity for all persons, and not to discriminate on the basis of race, sex, age, color, national and ethnic origin, handicap, veteran status, and, where applicable, religion, in the administration of admission, employment, and educational policies of scholarship, loan, athletic, and other school-administered programs. Applicants denied admission are permitted to re-apply after waiting two years.

**Letter of Reference – Pastor**

<p><b>To be completed by the Applicant</b></p> <p>Name of Applicant _____</p> <p>I am asking _____ to write a letter of reference for me.</p> <p>I am applying for the _____ degree program.</p> <p><b>Statement of Waiver</b></p> <p>I. Notice. In compliance with the “Family Education Rights and Privacy Act” passed by Congress in 1974, this letter of recommendation cannot be considered by this institution as “confidential” without the prior written consent of the applicant. Unless the applicant provides below a written waiver of the right to examine this document, it will be made available to the applicant, upon proper written request, as part of the applicant’s official admission file.</p> <p>II. Waiver. I, _____, hereby waive my right to examine at any future time this letter of recommendation, which I understand will become part of my admission file at the University of Dubuque.</p> <p>Dated this _____ day of _____, 20_____</p> <p>Applicant’s signature _____</p>
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How long and in what capacity have you known the applicant?

**In an attached letter**, please comment on the applicant. How do you view the applicants overall maturity: emotionally, intellectually, and spiritually? Describe the applicant’s academic ability, and intellectual enthusiasm, curiosity and perceptiveness as these qualities relate to graduate studies in theology. Also comment on the applicant’s commitment to Christ and the church, and sense of purpose, leadership ability, relational ability and sense of self. Note strengths as well as areas where further growth would be helpful to the applicant in ministry. Finally, please comment on the applicant’s candidacy status in your denomination.

Please comment on as many of the above areas as possible. Refer to specific gifts and limitations rather than simply praising the applicant.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please type or print

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

If you would like to make additional comments beyond those you have provided here, please feel free to call the Director of Admissions at 1.800.369.8387.

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**Please return to the Office of Admissions**  
University of Dubuque Theological Seminary, 2000 University Avenue, Dubuque, IA 52001.  
Phone: 800.369.8387 Fax: 563.589.3110  
<http://udts.dbq.edu> [udtsadms@dbq.edu](mailto:udtsadms@dbq.edu)

**Letter of Reference – Professor**

**To be completed by the Applicant**

Name of Applicant \_\_\_\_\_

I am asking \_\_\_\_\_ to write a letter of reference for me.

I am applying for the \_\_\_\_\_ degree program.

**Statement of Waiver**

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Applicant’s signature \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please type or print

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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**Letter of Reference—Friend or Colleague**

**To be completed by the Applicant**

Name of Applicant \_\_\_\_\_

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I am applying for the \_\_\_\_\_ degree program.

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III: Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Applicant’s signature \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please type or print

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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**Confidential Report of Academic Standing**

To be completed by the Registrar or Academic Dean

**To be completed by the applicant**

I hereby authorize the release of the requested academic information.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 College, University, or Seminary

- 1) GPA: \_\_\_\_\_
- 2) Do you know the applicant personally? \_\_\_\_\_
- 3) Is the applicant in good standing at the institution? \_\_\_\_\_ (If not please explain below.)
- 4) Please list all honors that the applicant has received, and the list of the applicant's scores on standardized tests.
  
- 5) What is your evaluation of the applicant? (Continue on the reverse side if necessary.)

6) Please indicate your recommendation of the applicant:

As a Student					
As a Person					
	Not Recom- mended	Without Enthu- siasm	Fairly Strongly	Strongly	Enthusiastically

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please type or print

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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## About The Cover

### The Lindsay Cross

The Lindsay Cross, the symbol of the office of the Dean of the Seminary and Vice President of the University, is a replica of the cross in the Guy Chapel in Van Vliet Hall. The original cross was donated by Edwin B. Lindsay, a devout elder of First Presbyterian Church, Davenport, Iowa, and a long-time member and chairman of the Board of Directors of the University of Dubuque.

The Celtic cross, with a long history in Ireland and Scotland, symbolizes the redeeming work of Christ and reflects the Christocentric emphasis of the seminary. The circle, connecting the arms of the cross, represents eternity.

In this particular cross, grapevines carved in low relief remind us of Jesus' words recorded in chapter 15 of the Gospel of John, "I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing."

