



UNIVERSITY OF
DUBUQUE
THEOLOGICAL
SEMINARY

The Office of Admissions
University of Dubuque Theological Seminary
2000 University Avenue, Dubuque, IA 52001
800.369.8387 | <http://udts.dbq.edu> | udtsadms@dbq.edu

GENERAL INSTRUCTIONS FOR UNCLASSIFIED GRADUATE THEOLOGICAL COURSES

UDTS offers a streamlined admission process for an Unclassified category of students. This process is for individuals interested in taking master's-level seminary courses (either to audit classes or take for credit) without enrolling in a degree program. Please read ALL of these instructions carefully, as our admissions and registration procedures have recently changed.

Students who want to participate in graduate theological courses offered as an unclassified student at Dubuque Seminary must first complete an application form, as well as a registration form requesting enrollment in the desired course(s). Upon receiving an offer of admission, unclassified students may take up to a maximum of 12 credits within a two-year period. Once a student has completed 12 credits or after two years from initial admission, the student must reapply; and, to continue taking courses from Dubuque Seminary, additional materials may be required.

- Tuition for courses taken for credit is charged at the same fee per credit hour as our residential courses.
- Tuition to audit courses is charged at one-half the regular per credit hour fee.
- Admission to take courses as an Unclassified student does not guarantee admission to a degree program. Should an Unclassified student decide to apply to a degree program, he/she would be required to complete the entire application process for that degree.

When you first apply for admissions as an Unclassified student, you will need:

- An Admissions Application Form;
- A non-refundable application fee of \$30;
- The UDTs Reference Form: all applicants must use our form for a Pastor/Judicatory Official reference. A second reference from a Professor or Colleague is also required, unless the applicant is currently attending an ATS accredited seminary;
- An official transcript: all applicants must send a copy of the final transcript from the institution granting their highest degree;
- The UDTs Confidential Report of Academic Standing: applicants who are currently enrolled anywhere as a student must have their registrar complete our form on academic standing;
- A UDTs Registration Form for Unclassified Students: please indicate the course(s) desired
- A narrative statement indicating the master's level course(s) in which you would like to enroll, and why you are interested in graduate level theological studies as an Unclassified student.

To register for any subsequent courses, once admission has been granted, you will only need:

- UDTs Registration Form form

It is the policy of the 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 or ethnic origin, handicap, veteran status, and where applicable, religion, in the administration of admission, employment, and educational policies of scholarship, loan, and other school-administered programs.

UDTS ADMISSIONS APPLICATION FORM FOR UNCLASSIFIED STUDENTS

Today's date _____

I am including my non-refundable \$30 application fee: cash check credit card

Name of Pastor/Judicatory Reference: _____

Personal Information

FULL NAME _____
Last Name First Name Middle Name

ADDRESS _____
Number Street Apartment #

_____ City State/Province Zip Code

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____
Area Code Number Area Code Number

E-MAIL: _____ GENDER: Male Female

Date of birth: _____ Social Security Number: _____

Denominational Information

Denomination: _____ Pastor's Name: _____
(please give full official name)

Pastor's Name: _____

Local Church: _____

Church Address: _____

Church Phone: _____

Educational Information

Highest Degree: _____ Year _____

Degree-Granting Institution _____

Transcript requested on (date): _____

Current Students: Institution Name _____

_____ City State/Province Zip Code

Degree Program: _____

Is this your first application for Dubuque Seminary? Yes No

Narrative Statement (500 words or less): why are you interested in graduate level theological studies as an unclassified student?



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Letter of Reference – Pastor or Judiciary

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

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.

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.

Dated this _____ day of _____, 20 _____

Applicant’s signature _____

Your reference letter should be attached to this document on your letterhead, if applicable. In your letter, please comment on as many of the areas below as possible. Refer to specific gifts and limitations rather than simply praising the applicant.

•How long and in what capacity have you known the applicant?

•We would appreciate your comments on the overall maturity of the applicant. How do you view the applicant 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.

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, IA52001. Fax 563.589.3110



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Letter of Reference – Friend or Colleague

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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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
 Seminary

 College, University, or

- 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 Recommended	Without Enthusiasm	Fairly Strongly	Strongly	Enthusiastically

Signed _____ Date _____

Name _____ Position _____
Please type or print

Address _____ Zip Code _____

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