# The Graduate Institute Application

Introduction
Welcome to the Graduate Institute of the College of Pastoral Supervision and Psychotherapy application for admission to the Doctor of Ministry!

Applications will be accepted until the unit has been filled.

If you have questions or experience problems, please call the Registrar’s Office at 212.246.6410 or email admissions@cpsp.org

Instructions
Applicants must satisfy the following requirements:

1. Must have earned an MDiv degree or its equivalent.
2. Must be engaged in ministry for at least three years following the receipt of the MDiv.
3. Must be engaged in ministry during DMin degree.
4. Must be a member, in good standing, in a CPSP Chapter.

A completed application includes the following:

* Submitted Application
* $75 Application Fee
* Three references
	1. One Academic
	2. One Professional or Supervisor
	3. One Colleague in Ministry
* Official transcripts Biographical Essay
1. What brought you into ministry?
2. What is your ministry like now?
3. What do you hope for your ministry?
* Statement of Purpose (no more than 5 pages)
1. Why are you applying for a specific track?
2. Why does it interest you personally?
3. How will it enhance the practice of ministry within your ministry site?
4. How will your site help set an example for the overall mission of the church?
5. What specific research interests do you hope to pursue within this track?
6. What learning objectives do you have (i.e. what specific lessons do you hope to learn and specific skills do you hope to master?)
7. Why do you want to pursue this degree at the Graduate Institute of CPSP, specifically?
* Sample of Writing
1. No more than 20 pages, not including works cited
2. Formal academic paper or article preferred
3. Any paper, article, sermon or other writing that you believe is indicative of your best writing
* Current Ministry Site Letter

B.N.: All D.Min. courses require reading and writing assignments prior to attending classes.

If you experience any problems please call us at 212.246.6410 or email us at admissions@cpsp.org.

Grace & Peace,

The Admissions Team

# SECTION 1

1. Prefix (example, Dr., Rabbi, Rev.):

2. Preferred Name:

3. First Name:

4. Middle Name:

5. Last Name:

6. Suffix (example, Jr., III, Sr.):

7. What is your birth/maiden name?:

8. Date of Birth (mm/dd/yyyy):

# SECTION 2– Personal Background

1. Gender (M/F)

[ ]  Female

[ ]  Male

[ ]  Non-Binary

2. Marital Status:

[ ]  Single [ ]  Engaged

[ ]  Married [ ]  Domestic Partnership

[ ]  Separated [ ]  Divorced

[ ]  Widowed

3. Religious Affiliation:

4. Ethnicity:

[ ]  Hispanic/Latino

[ ]  Not Hispanic/Latino

5. Race (choose all that apply)

[ ]  American Indian or Alaska Native [ ]  Asian

[ ]  Black or African American

[ ]  Native Hawaiian or Other Pacific Islander [ ]  White

6. Veteran:

[ ]  Yes

[ ]  No

# Ministry Site Information

7. Current Ministry Setting:

8. Ministry Address:

9. Ministry Address 2:

10. Ministry City:

11. Ministry State:

12. Ministry Zip:

13. Ministry Phone:

Membership in CPSP

14. CPSP Chapter:

15. Chapter convener’s name :

16. Are you listed in the Directory on CPSP.org:

[ ]  Yes

[ ]  No

17. Please list your current certifications with CPSP:

# Accommodations

18. Please indicate if you believe you need, or if you have had, academic or workplace accommodations (for disability or health conditions) in the last five years. This information will be shared with the disability services coordinator. Explain (if any) and please provide dates:

# SECTION 3

1. What is your cell number?

2. Email Address:

3. What would you consider to be your home state?

Permanent Address
4. Permanent Address Line 1:

5. Permanent Address Line 2:

6. Permanent Address Line 3:

7. Permanent City:

8. Permanent State:

9. Permanent Zip Code:

Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3 10. Permanent Country [text]

11. Permanent Phone Number:

Current Address
12. What address should we use when mailing you?

13. Current Address Line 1:

14. Current Address Line 2:

15. Current Address Line 3:

16. Current City:

17. Current State:

18. Current Zip Code:

# SECTION 4

1. What is your US citizenship status?

[ ]  Unknown [ ]  Citizen of US [ ]  Nonresident Alien [ ]  Resident Alien

2. Citizenship:

# SECTION 5 – References

**Three References**, one from each area: Academic, Supervisor, Colleague

**1) Academic:** From someone familiar with the applicant’s academic abilities. The reference should specifically address the applicant’s ability to focus on academic work and the applicant’s ability to listen to and communicate ideas. Preferably this should be from a faculty member from seminary or other institution of higher education. It may also be submitted from qualified layperson in the applicant's ministry site or a colleague in the ministry who is in a study group with the applicant.

**2) Supervisor:** From someone who is in supervision over the applicant. This could be a judicatory official, bishop, district superintendent, senior pastor, or other ministry supervisor. This letter should at least answer the following questions:

1. Are there any boundary violations or misconduct known to the church by the applicant?
2. How would the applicant’s ministry benefit from an enhanced competency in ministry through earning a DMin?
3. How might the judicatory/ministry setting in which the applicant serves seek to deploy the applicant to capitalize on the applicant’s new found competency after the applicant received a DMin?

**3) Colleague:** A reference from a colleague in the ministry.

1. Enter the name of your Academic Reference:

2. Enter the name of your Church Reference:

3. Enter the name of your Other Reference:

4. You may waive your right of access to your reference letters. In either case, the reference letters will be used for admission purposes only and will not become a part of your student file should you enroll.

[ ]  I waive my right of access to my letters of reference.

[ ]  I do not waive my right of access to my letters of reference.

# Submitting References:

Please have them email both the reference letter and reference form to admissions@cpsp.org.

# SECTION 6

# Biographical Essay

Please submit a biographical essay (no more than 3 pages) focusing on:

-What brought you into ministry?

-What is your ministry like now?

-What do you hope for your ministry?

You may submit your Biographical Essay as an attachment with the email when you submit this form to admissions@cpsp.org

# SECTION 7

# Statement of Purpose

Please submit a Statement of Purpose (no more than 5 pages) focusing on:

Why you are applying:

-Why does it interest you personally?

-How will it enhance your personal practice of ministry?

-How will it enhance the practice of ministry within your ministry site?

-How will your site help set an example for the overall mission and ministry of the church?

-What specific research interests you have that you hope to pursue in this track?

-What learning objectives do you have, i.e., what specific lessons do you hope to learn and specific skills do you hope to master?

Why do you specifically want to pursue this degree at the Graduate Institute?

You may submit your Statement of Purpose as an attachment with the email when you submit this form to admissions@cpsp.org

# SECTION 8

# Sample of Writing

Please submit a sample of writing – this could be any paper, article, sermon or other writing that you believe is indicative of your best writing. Preferably, this would be a formal academic paper, or article.

You may submit your Sample of Writing as an attachment with the email when you submit this form to admissions@cpsp.org

# SECTION 9

Please have your official transcripts sent to the [please advise on the address]. If your institution sends them electronically, please send them to admissions@cpsp.org.

If you have attended more than four institutions of higher education, please make sure to include official transcripts for those schools as well.

### Institution 1 -

1. College/University Attended

2. College/University City

3. College/University State

4. What degree have you earned at this institution?

5. When did you graduate from this institution? (mm/dd/yyyy)

6. College GPA

### Institution 2 -

7. College/University Attended

8. College/University City

9. College/University State

10. What degree have you earned at this institution?

11. When did you graduate from this institution? (mm/dd/yyyy)

12. College GPA

### Institution 3 -

13. College/University Attended

14. College/University City

15. College/University State

16. What degree have you earned at this institution?

17. When did you graduate from this institution? (mm/dd/yyyy)

18. College GPA

**Institution 4 -**

19. College/University Attended

20. College/University City

21. College/University State

22. What degree have you earned at this institution?

23. When did you graduate from this institution? (mm/dd/yyyy)

24. College GPA

# SECTION 10

**Criminal Background Declaration and Certification**

The Graduate Institute is committed to the highest of ethical standards in leaders and to the responsible exercise of leadership. Therefore, we secure background checks of all applicants as a condition of enrollment.



We are one of many organizations and denominations that use background checks to affirm the sacred worth of teaching congregational and community leadership. Any concerns are handled in a confidential, professional manner.

1. Have you ever been convicted of a crime?

[ ]  Yes

[ ]  No

2. Please explain the circumstances of your criminal conviction [text] Maximum characters allowed:

# SECTION 11

**Additional Information**

1. Please provide any additional information you would like us to know. If you were unable to fit an answer in a space provided, indicate the question and complete your answer here.

# SECTION 12

## Sign and Submit / Non-Discrimination Statement

The Graduate Institute of the College of Pastoral Supervision and Psychotherapy does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.

# Certification

By entering my full name in the space below:

I hereby certify that all information contained in this application is factually correct and honestly presented.

I understand that false representation may result in denial, revocation of admission, or expulsion from the Graduate Institute of the College of Pastoral Supervision and Psychotherapy.

I authorize the seminary to complete a criminal background check.
1. E-Signature (please type your full name) [text]

Before submitting your application, please review and check the following:

[ ]  All fields are completed and there are no omissions

[ ]  Copies of all my official transcripts have been sent to admissions@cpsp.org

[ ]  Three references (one academic, one professional or supervisor, and one colleague or ministry) have been sent to admissions@cpsp.org.

[ ]  The Biographical Essay, Statement of Purpose, and Sample of Writing (three documents) have been completed will be attached with this application (four attachments total) and sent to admissions@cpsp.org.

[ ]  The $75 application fee has been paid. This is a non-refundable, on-time fee.

Date submitted: