

Samuel DeWitt Proctor School of Theology

Virginia Union University

GRADUATE DEGREE PROGRAMS

ADMISSION APPLICATION



GRADUATE ADMISSIONS

1500 North Lombardy Street
Richmond, Virginia 23220
(804) 257-5724 / (800) 368-3227
www.vuu.edu

APPLICATION INSTRUCTIONS

Please read all instructions and follow them carefully. All application documentation should be submitted together by the applicant in one envelope. Incomplete applications will cause unnecessary delays in processing your admission application.

Application Deadlines

Priority consideration will be given to completed applications received before the recommended deadline. **Applications received after the recommended deadline will be considered if space is available and there is sufficient time for processing, review, and notification.**

Recommended Deadlines:

Fall (Traditional Hour & Non Traditional Hour): May 15th

Spring (Traditional Hour & Non Traditional Hour): November 15th

Special Admissions: May 15th

Special Admissions

Persons who do not meet normal admission criteria may be eligible for special admissions. Special admits are considered once a year in April for entry into the following fall term (there are no exceptions). For consideration, students who apply must meet **have an associates degree or its equivalent from an accredited college or school**

To be considered for special admissions, candidates must attend a group interview with the faculty where credentials and readiness for graduate education will be assessed. A limited number of students are accepted for enrollment each year.

Recruitment Survey

Please complete the recruitment survey in its entirety. The information gathered will aid our development of future recruitment events.

Financial Aid Application

Students must complete the Free Application for Federal Student Aid (FAFSA) for the year he/she plans to enroll. The application can be obtained in the Graduate Office of Financial Aid or online at www.fafsa.ed.gov. Remember to indicate Virginia Union University, federal code 003766 as a recipient of your FAFSA results. Timely completion and submission of this application is necessary in order that the Graduate Office of Financial Aid electronically retrieve information necessary to calculate a financial aid award.

A Financial Aid Data Sheet will be sent to you from the Office of Financial Aid, upon receipt of your acceptance letter from the Coordinator of Graduate Admissions. Once received, please complete and return immediately for early processing.

Housing

STVU offers limited housing to **full-time Traditional Hour Program students only**. Students who have been notified of acceptance by the Office of Graduate Admissions may request a housing application from the Office of Graduate Student Services at mlspencer@vuu.edu.

Denominational Codes (for use with application)

Use the following codes to identify the denomination you are currently affiliated with. Use the appropriate abbreviation on page six in the space following 'denomination'.

ABPT American Baptist

AME African Methodist Episcopal

AMEZ African Methodist Episcopal Zion

APOS Apostolic

BAPT Baptist

CATH Catholic

CJOG Church of God

COJC Church of Jesus Christ

EPIS Episcopalian

HOLI Holiness

ISLM Islam

LUTH Lutheran

MENN Mennonite

METH Methodist

MORA Mormon

MUSL Muslim

NBPT National Baptist

NC Non-Christian

OTHR Other

P Personal

PBPT Progressive Baptist

PENT Pentecostal

PRES Presbyterian

PROT Protestant

RC Roman Catholic

SAMB Southern Am. Baptist

JW Jehovah's Witness

SBPT Southern Baptist

UCCH United Church of Christ

UNMC United Methodist Church

WESL Wesleyan

APPLICATION CHECKLIST

Application Form

Type or print legibly in dark ink. Sign and date the application form. Please attach a recent picture of yourself (optional).

Application Fee

Include a money order, cashiers check or certified check for \$25.00 payable to Virginia Union University. The application fee is non-refundable and non-transferable. The application fee will be waived only for applicants who are applying from a country other than the United States. Personal checks and cash are unacceptable and will be returned to the applicant.

Personal Statement

Submit a statement describing “your” background, religious experience, understanding of your “call to ministry,” and plans for study at the School of Theology. Also include any other information about yourself you think will help the admissions review committee evaluate your application. The statement should be typewritten or written legibly in ink. Please use additional sheets and put your name at the top of each sheet. Statements should be no more than 500 words.

Reference Letters

Submit **four** letters of recommendation from persons who can give information concerning your character and qualifications for graduate theological studies. **Reference letters are required from the following persons:**

1. **Pastor**
2. **College professor or employer**
3. **An acquaintance**
4. **An acquaintance**

If unable to obtain a reference from a professor or an employer, an acquaintance reference may be substituted. Forms for this purpose are provided with this application. Persons writing on your behalf should send their letters to you in sealed envelopes with their signature over the seal for inclusion in your admission packet or envelope. *(Please make additional copies of the reference form supplied on pages 13 and 14 of this application.)*

Transcripts

Submit official (sealed) transcripts from **all** colleges, universities, and seminaries you have attended since you graduation from high school. Transcripts may be obtained by contacting the Registrars’ Offices at institutions previously attended. Do not open the transcript envelope. Enclose them with your application materials in one envelope.

Send your completed packet of admission documentation to:

Coordinator of Graduate Admissions
Samuel DeWitt Proctor School of Theology
Virginia Union University
1500 North Lombardy Street
Richmond, Virginia 23220

Questions regarding the application process should be directed to:

Deborah M. Martin
Coordinator of Graduate Admissions
(804) 257-5724
dmmartin@vuu.edu

RECRUITMENT SURVEY

1. Describe your interest in pursuing a Master of Divinity Program. (Please check all that applies.)

- Desire for professional training for ministry (Identify vocational interest)

- Ordination requirements for denomination (Specify denomination)

- Desire for intensive theological study (Non-ministry related)

- Desire for a graduate degree

- Other (Please specify)

2. How did you hear about STVU? (Please check all that apply.)

- Pastor (Please provide name)_____

- Friend

- Alumnus (Please provide name)_____

- Current student

- STVU staff or faculty (Please provide name)_____

- Internet

- Reputation of School

- Reputation of Faculty

- Other_____

3. Please indicate other Seminaries or Theological Schools with which you are familiar. (Indicate by checking the box, if you are applying to any of these schools.)

In accordance with ADA, 1973, please list any special needs for which we need to be aware.
Are you physically disabled? _____ Learning disabled? _____ Otherwise disabled? _____
Are special accommodations needed due to your disability? _____ Yes _____ No
If so, please explain on a separate sheet of paper and submit with the return of your application.

Denomination (Be specific. See directions on page four.) _____

Present Church Membership _____

Church Address _____

City _____ **State** _____ **Zip** _____

Licensed to Preach? ___ Yes ___ No

Date _____

Ordained for Ministry? ___ Yes ___ No

Date _____

Academic Record (List all institutions previously attended)

Institution	Location	Dates Attended	Degree and Year Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Major? Undergraduate _____ **Graduate** _____

Academic honors/awards:

Have you ever been dismissed from or are you currently on probation from any other school?

___ Yes ___ No **If yes, please explain on a separate sheet.**

Specify your church work experience:

Indicate the type of ministry in which you are most interested:

Employment History: (Attaching resume is acceptable or use additional sheets as needed)

Community Involvement: (Include volunteer experiences)

Have you previously applied for admission to the School of Theology?

Yes No If yes, give year _____

Have you ever been enrolled at the School of Theology?

Yes No If yes, give year _____

If admitted, will you apply for seminary housing? Yes No
(Limited Housing is available for full time TH students only - see page 3.)

Please list the name and phone number of person(s) to contact in case of an emergency. (Please include full address and day and evening phone numbers)

Student Signature

Date

As a matter of policy, the Samuel DeWitt Proctor School of Theology of Virginia Union University does not discriminate among applicants or participants on the basis of race, sex, national origin, color, or handicap.

PERSONAL STATEMENT

Write an autobiographical statement describing your background, religious experience, and understanding of “call to ministry.” Include the anticipated use of your theological education. Clarify how and why study at the School of Theology will aid you in these plans.

Include any information that you think might be of interest to the Admissions Committee. The statement should be typewritten or written legibly in ink. The Committee will evaluate the Personal Statement on grammar and clarity of thought. Applicants should keep this in mind and limit statements to approximately 500 words. **(Use Additional Sheets)**

RECOMMENDATION AND REFERENCE FORM

Section 1 *(To be completed by applicant)*

Instructions

Applicant should present this form to the reference with instructions that upon completion the reference should place it in an envelope, seal it and sign his/her name across the seal and return it to the applicant to be submitted together with other admissions documentation.

Name of Applicant _____
Last First Middle

- I waive my right to inspect the contents of this recommendation.
- I do not waive my right to inspect the contents of this recommendation.

 Applicant Signature Date

Section 2 *(To be completed by reference, please complete all sections, including the back of this page.)*

The above named person is applying to the Samuel DeWitt Proctor School of Theology Virginia Union University. It is our intention to admit persons of outstanding Christian character and high intellectual ability. Your honest evaluation of this person's emotional and spiritual stability and maturity, intellectual competence, potential for leadership in the church and community will be most helpful to us.

Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

How long, and in what capacities, have you known the applicant?

If you are the applicant's pastor, is the applicant a member in good standing? ___ Yes ___ No (if no please explain)

How long has the applicant attended or been a member of your church? _____

Please evaluate the applicant in the following areas:

	Excellent	Good	Average	Below Average	Don't Know
Potential for Leadership	4	3	2	1	0
Academic Ability/competence	4	3	2	1	0
Emotional Maturity	4	3	2	1	0
Spiritual Maturity	4	3	2	1	0
Creativity	4	3	2	1	0
Self-Esteem	4	3	2	1	0
Knowledge of the Church	4	3	2	1	0
Clarity of Call	4	3	2	1	0

Section 3

In the space provided below, please make additional comments on the applicant’s strengths and weaknesses for graduate studies and for ministry in the church and society with specific reference to their (1) Christian commitment, (2) academic ability and achievements, (3) emotional and spiritual stability, (4) sense of responsibility and call to service, (5) leadership experience and ability to be a team player, (6) relationships with persons in authority, and (7) relationships with peers. *(Please type or print clearly. Use additional sheets as needed)*

Do you recommend this person for admission? Please check all that apply.

I strongly recommend without reservation

I recommend with some reservation

I cannot recommend with confidence

Please contact me for additional comment

Reference’s Signature

Date

We appreciate your assistance. Please return this form in a sealed and signed envelope to the applicant to be submitted along with his/her application packet.