

# Application Procedures

## **1. Deadline**

To ensure adequate time for processing your application—and adequate time for you to find housing, etc.—all of your application components must be received by the Registrar one week before entering class.

Requests for late application will be reviewed on an individual basis. Applications are accepted no earlier than one year prior to the date you expect to enter.

## **2. Application Form**

Submit your completed application, with questions 22 and 23 submitted on a separate typed page. Include the \$25 application fee (non-refundable).

## **3. Statement of Support**

Request your session, board or appropriate institution send a statement of support regarding your program intentions *directly* to the Registrar.

## **4. Transcripts**

Contact each college, university or seminary you have attended to find out the procedures and fees for requesting a transcript. For many institutions, this information can be found on their web sites. Transcripts are required from *all* schools attended after high school and should be sent from the institutions *directly* to the Registrar. You may use the Transcript Request Forms in this booklet if you wish, filling these out completely before mailing, and making copies as needed.

## **5. References**

Please see that the enclosed reference forms are submitted to your church or ministry officer, your fellow pastor and one general reference. Each of these individuals should mail the completed form *directly* to the Registrar.

## **6. Notification of Admission**

After your application and other required materials are received, the Admissions Committee will review your file and you will be notified by mail of the decision. If your application cannot be processed because New Geneva has not received one or more of your required references or transcripts, you will be notified.

# Statement of Faith

All students applying for a degree program at New Geneva are required to be in agreement with the Seminary's Statement of Faith, a broad, evangelical declaration of concepts vital to the gospel. Your signature on the "Application for Admission" confirms your concurrence with these essential truths.

1. The Bible is the Word of God, the only infallible and inerrant rule of faith and practice.
2. There is one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit.
3. Our Lord Jesus Christ is God and man in one person. He was born of a virgin, lived a sinless life, performed miracles, and vicariously atoned for sin through His shed blood and death. He was bodily resurrected from the dead. He ascended to the right hand of God the Father and will personally return in power and glory.
4. Regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man.
5. God justifies the sinner on the basis of Christ's righteousness alone, which is imputed to him by grace alone and received by faith alone.
6. Eternal life is received by faith; that is, trusting in Jesus Christ alone for salvation.
7. The Holy Spirit indwells all true believers and enables them to live godly lives.
8. Both the saved and the lost will be resurrected from the dead; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
9. There is spiritual unity of all true believers in our Lord Jesus Christ.

New Geneva Theological Seminary  
3622 Galley Road  
Colorado Springs, CO 80909  
719-573-5395

# Doctor of Ministry Program Application

1. Name:  Rev.  Mr.  Mrs.  Ms. \_\_\_\_\_ ( \_\_\_\_\_ )  
Last First Middle Preferred Name/Nickname

2. Address: \_\_\_\_\_  
Street City State Zip Code

3. Telephone: H: ( \_\_\_\_ ) \_\_\_\_\_ W:( \_\_\_\_ ) \_\_\_\_\_ Cell:( \_\_\_\_ ) \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. Sex:  Male  Female

6. Are you a U.S. citizen?  Yes  No  
If you answered no, please indicate the country in which you hold citizenship: \_\_\_\_\_

If you are not a U.S. citizen, for admission to New Geneva you must have been granted permanent resident status, or been granted status as an asylee or refugee by the United States Citizenship and Immigration Services (USCIS). You will need to submit documentation supporting your assignment of this status.

7. Social Security number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

8. Current marital status:  Single  Married  
If divorced or separated, now or previously, please explain on a separate page.

## Enrollment Information and Educational Background

9. Entering date desired:  February  August Year: \_\_\_\_\_

10. List below *all schools* attended after high school and request transcripts from each institution, to be sent directly to the Registrar. (Attach an additional sheet, if necessary.)

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

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Institution: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_

11. If you intend to apply for VA education benefits for veterans and eligible people in Colorado, in addition to the action required in par. 10 above, submit a statement of other previous education and training with a summary of content.

## Church Affiliation

12. Church membership: \_\_\_\_\_

13. Denomination (please be specific): \_\_\_\_\_

14. Ministerial status (if applicable):     Under Care             Licensed             Ordained

15. Name of body granting this status: \_\_\_\_\_

**Employment Information**

16. Name of employer and length of employment: \_\_\_\_\_

Your job title: \_\_\_\_\_

17. Are you a veteran?    Yes    No   \_ If yes, give branch, date, rank: \_\_\_\_\_

**Personal Information (Optional)**

18. Spouse's name: \_\_\_\_\_

19. Names and ages of children: \_\_\_\_\_

20. Ethnic Origin

- Black
- Asian/Pacific Islander
- Hispanic
- Caucasian
- American Indian/Alaskan Native
- Other: \_\_\_\_\_

21. How were you referred to New Geneva Seminary?

- Magazine ad
- Friend
- Radio ad
- Pastor
- Other: \_\_\_\_\_

**References and Testimony**

22. List the names and phone numbers of three references.

Church or Ministry Officer: \_\_\_\_\_

Fellow Pastor: \_\_\_\_\_

General: \_\_\_\_\_

23. Submit, alone on separate pages, typed, comprehensive accounts of: (1) your relationship with Jesus Christ, your continuing Christian life, Christian service in which you have been involved, your vision and call to ministry, and (2) your reasons for pursuing or continuing your theological training. Please limit this to a maximum of 1000 words.

24. Provide a statement of support regarding your program intentions from your session, board, or appropriate institution in which you are now ministering.

*I affirm that all statements on this application are accurate to the best of my knowledge. I have read and agree with the Statement of Faith found on page 2 of this application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that all letters of reference and the information contained therein are confidential and I herein waive all rights to access now or at any time in the future, to letters and the information contained herein. Not limiting the foregoing, I specifically waive any rights in this regard granted under the Family Educational Rights and Privacy Act of 1974 as amended. (Failure to sign this waiver will not be prejudicial toward your acceptance.)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Geneva Theological Seminary      *Attn: Registrar*  
3622 Galley Road  
Colorado Springs, CO 80909  
719-573-5395

# Transcript Request Form

**To: Office of the Registrar/Student Records**

Name of previous institution: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Please send an official transcript, explanation of grading procedures, and accreditation information to New Geneva Theological Seminary (address at top of page). I have enclosed the appropriate fee.

Name of student: \_\_\_\_\_

Student's address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Social Security number: \_\_\_\_\_

I attended this institution from \_\_\_\_\_ to \_\_\_\_\_.

*I authorize release of this information to the Registrar at New Geneva Theological Seminary.*

Student's signature: \_\_\_\_\_

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# Transcript Request Form

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Address: \_\_\_\_\_  
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Name of student: \_\_\_\_\_

Student's address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Social Security number: \_\_\_\_\_

I attended this institution from \_\_\_\_\_ to \_\_\_\_\_.

*I authorize release of this information to the Registrar at New Geneva Theological Seminary.*

Student's signature: \_\_\_\_\_



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# Church or Ministry Officer Reference

**To the Applicant:**

Print your name and address below, and submit to an individual serving as an officer in your church or ministry, along with a stamped envelope addressed to New Geneva Seminary, Attention: Registrar

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

**To the Reference:**

This reference will be kept in strictest confidence and will be destroyed when no longer needed. Please mail directly to the Registrar.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home ( \_\_\_\_ ) \_\_\_\_\_ Work: ( \_\_\_\_ ) \_\_\_\_\_

1. How long and how well have you known the applicant? \_\_\_\_\_ years  
 Very well       Fairly Well       Casually

2. Are you related to the applicant?     Yes     No  
If yes, what relation? \_\_\_\_\_

3. What contribution to the life and the work of the church has been made by the applicant?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you know of any reasons why the applicant would be hindered in pursuit of a theological degree?  
In what areas do you believe the applicant may need help as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. In what areas do you believe the applicant will excel as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using the scale below, give us your evaluation of the applicant in the areas listed. Circle the appropriate response.

	Poor		Average		Excellent
<b>Christian character</b>	1	2	3	4	5
<b>Commitment to Christ</b>	1	2	3	4	5
<b>Communication skills</b>	1	2	3	4	5
<b>Relationships with peers</b>	1	2	3	4	5
<b>Dependability</b>	1	2	3	4	5
<b>Emotional stability</b>	1	2	3	4	5
<b>Initiative</b>	1	2	3	4	5
<b>Willingness to learn</b>	1	2	3	4	5
<b>Marital/family relationships</b>	1	2	3	4	5
<b>Integrity</b>	1	2	3	4	5
<b>Overall evaluation of candidate's suitability for graduate level theological study</b>	1	2	3	4	5

Use the space below or a separate page for any comments that might be helpful in our assessment of the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Fellow Pastor Reference

**To the Applicant:**

Print your name and address below, and submit to a fellow pastor along with a stamped envelope addressed to New Geneva Seminary, Attention: Registrar

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

**To the Reference:**

This reference will be kept in strictest confidence and will be destroyed when no longer needed. Please mail directly to the Registrar.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home ( \_\_\_\_ ) \_\_\_\_\_ Work: ( \_\_\_\_ ) \_\_\_\_\_

1. How long and how well have you known the applicant? \_\_\_\_\_ years  
 Very well       Fairly Well       Casually
  
2. Are you related to the applicant?     Yes     No  
If yes, what relation? \_\_\_\_\_
  
3. What contribution to the life and the work of the church has been made by the applicant?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Do you know of any reasons why the applicant would be hindered in pursuit of a theological degree?  
In what areas do you believe the applicant may need help as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. In what areas do you believe the applicant will excel as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using the scale below, give us your evaluation of the applicant in the areas listed. Circle the appropriate response.

	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
<b>Christian character</b>	1	2	3	4	5
<b>Commitment to Christ</b>	1	2	3	4	5
<b>Communication skills</b>	1	2	3	4	5
<b>Relationships with peers</b>	1	2	3	4	5
<b>Dependability</b>	1	2	3	4	5
<b>Emotional stability</b>	1	2	3	4	5
<b>Initiative</b>	1	2	3	4	5
<b>Willingness to learn</b>	1	2	3	4	5
<b>Marital/family relationships</b>	1	2	3	4	5
<b>Integrity</b>	1	2	3	4	5
<b>Overall evaluation of candidate's suitability for graduate level theological study</b>	1	2	3	4	5

Use the space below or a separate page for any comments that might be helpful in our assessment of the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# General Reference

**To the Applicant:**

Print your name and address below, and submit to a friend or fellow pastor along with a stamped envelope addressed to New Geneva Seminary, Attention: Registrar

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

**To the Reference:**

This reference will be kept in strictest confidence and will be destroyed when no longer needed. Please mail directly to the Registrar.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home ( \_\_\_\_ ) \_\_\_\_\_ Work: ( \_\_\_\_ ) \_\_\_\_\_

1. How long and how well have you known the applicant? \_\_\_\_\_ years  
 Very well       Fairly Well       Casually

2. Are you related to the applicant?     Yes     No  
If yes, what relation? \_\_\_\_\_

3. What contribution to the life and the work of the Church has been made by the applicant?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you know of any reasons why the applicant would be hindered in pursuit of a theological degree?  
In what areas do you believe the applicant may need help as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. In what areas do you believe the applicant will excel as a student?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using the scale below, give us your evaluation of the applicant in the areas listed. Circle the appropriate response.

	Poor		Average		Excellent
<b>Christian character</b>	1	2	3	4	5
<b>Commitment to Christ</b>	1	2	3	4	5
<b>Communication skills</b>	1	2	3	4	5
<b>Relationships with peers</b>	1	2	3	4	5
<b>Dependability</b>	1	2	3	4	5
<b>Emotional stability</b>	1	2	3	4	5
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<b>Overall evaluation of candidate's suitability for graduate level theological study</b>	1	2	3	4	5

Use the space below or a separate page for any comments that might be helpful in our assessment of the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_