
DOCTOR OF MINISTRY APPLICATION INSTRUCTIONS

Please read all instructions and follow them carefully. It is *recommended* that all application materials be submitted together by the applicant in one envelope to the Doctor of Ministry Program office.

The Doctor of Ministry admissions process is always open; however admission to the program occurs only once per academic year with an online start date of July 1st. The DMin Admission Committee reviews completed files twice per academic year; the application deadline for early consideration is **January 15th** and the deadline for regular admission is **April 1st**. Early consideration applicants are notified by letter of their admission decision in mid-February and regular admission applicants are notified by letter in mid-May.

APPLICATION REQUIREMENTS

An applicant to the Doctor of Ministry (DMin.) degree program ***MUST have all the following:***

1. Master of Divinity degree from a university or college accredited by the Association of Theological Schools (ATS) or similar international theological school accrediting agency¹.
2. "B" average in previous graduate level work.
3. ***Current*** professional involvement in ministry context.
4. At least 2 ½ years of ministry experience post the MDiv degree.

APPLICATION CHECKLIST

- Official Application** – Applicants should submit a completed doctoral application. Online applications can be found at www.myvuu.edu under the Admissions Tab.
- Application Fee** - a \$25.00 non-refundable application fee is required. Application fees should be in the form of a money order or cashier check made payable to *Samuel DeWitt Proctor School of Theology*.
- Personal and Project Statement:** The faculty of the School of Theology anticipates working with doctoral students who have clear ministry research interests. These interests should correspond with the applicants' ministry contexts (e.g., local church, non-profit organization, etc.). To enhance the application review process, please respond to the following statements and questions:
 1. State in detail the ministry concern that you plan to address in your research. (250 words)
 2. Describe the ministry context within which your ministry concern arises. Include in this description anecdotal and demographic information. (500 words)
 3. Typically, doctor of ministry research is conducted with the support of community. Describe the institutional, human and professional resources and stakeholders that will nurture the development of this project. (200 words)
 4. Critically describe the literature and/or media that inform(s) your research. Feel free to utilize texts that your seminary experience introduced to you. (500 words)
 5. Identify the life experiences and vocational concerns that bring you to ***this*** program. (250 words)

¹ Equivalency may be established for those holding Masters Degrees in other disciplines that relate to their project focus.

- ❑ **Résumé** - Please submit a résumé detailing all academic, professional, and ministerial experiences. Be sure to include any post-master of divinity formal continuing education experiences (e.g., clinical pastoral education units, workshops, certifications, etc.). Specify any authored publications, including the publication title; name of publisher or journal, date and number of pages.
- ❑ **Transcripts** - Transcripts of all academic work beyond high school, whether or not a degree was conferred, are required. Request sealed transcripts to be sent directly from the institution and mailed to our Graduate Admissions Office. An official transcript may also be forwarded to us unopened. If available, eScripts (electronic transcripts) may be sent to STVUAdmissions@vuu.edu. **Faxed copies of transcripts are not acceptable.** **Please note previous graduates of Virginia Union University must also request and submit an official transcript.*
- ❑ **Reference Questionnaire** – The doctoral application requires four references letters; All letters must be sealed and from the following individuals. Although not required, references may use the Recommendation & Reference Form; simply complete the top portion, and send the form to each of your references.
 1. A college professor, administrator, or other qualified person from *previous institution* who can attest to the applicant’s intellectual development and qualifications for doctoral studies;
 2. A denominational (district, local, state or national) or church leader (pastor or other official ministry leader) who is can attest to the applicant’s professional commitment;
 3. A colleague from the applicant’s religious or other vocational context, who is familiar with the applicant’s work ethic;
 4. A personal reference from any other individual who is not related to the applicant but can attest to the applicant’s character.

INTERNATIONAL APPLICANTS

In addition to the above checklist International applicants are required to submit the following documents:

- ❑ **Financial Statement** – this document is required for all international students requesting an I-20 form. The Financial Statement must indicate financial resources to cover the cost of attendance. All financial documents must show the appropriate conversion rates to the US dollar. The financial document should also include a bank statement on official bank letterhead certifying the funds available or a signed statement by the student’s sponsor(s).
- ❑ **Residential Form** – international students must present this form to verify with whom they will reside while in the United States.
- ❑ **Immunization Form** – Virginia state law requires proof of required vaccinations.
- ❑ **Active Passport** – A clear copy of an active passport should be included (not expired).
- ❑ **Language** – In the case of students who have not studied in the United States, a TOEFL or TWE may be required.

The university issues I-20’s only after the applicant is accepted to the university.



Send your completed admission packet to:

Virginia Union University – School of Theology
Attention: Graduate Admission Office
1500 North Lombardy Street
Richmond, Virginia 23220

Contact Info: STVUAdmissions@vuu.edu **or** 804-257-5724 **or** 804-354-5920