

**Application Instructions**

Submit completed application with the respective application fee and components to the Graduate Studies Group through which you are applying. Before your application for admission to the Graduate School of Theology is processed, all the components required for the admission status you are seeking must be reviewed by the Dean of the Graduate School. Your application will be considered incomplete and will not be processed without *all* the items indicated below for the applicable admission status.

**Components Included in Packet**

- Application for Admission to the Graduate School of Theology
- Reference Form: Pastor (or other church leader)
- Reference Form: Educator or employer
- Transcript Request Form
- Biographical Sketch of Christian Life and Service
- Submission/Waiver Form for Graduate Studies Admission Essay
- Graduate Studies Admission Essay Instructions

**Checklist of Application Components Required and Submitted**

Refer to the current Graduate Studies Catalog for admission status, program options, and requirements of the Graduate School of Theology. The following component requirements checklist is provided for your convenience.

Admission Status Requested	Components Required
<input type="checkbox"/> Master of Divinity as 1st Global University Graduate Degree (90 credits)	<input type="checkbox"/> Application fee (full admission) <input type="checkbox"/> Application for Admission to Graduate School of Theology <input type="checkbox"/> Reference Forms (Pastor/Church Leader <i>and</i> Educator/Employer) <input type="checkbox"/> Transcripts of all degree-level work completed after Grade 12 <input type="checkbox"/> Biographical Sketch of Christian Life and Service <input type="checkbox"/> Graduate Studies Admission Essay <i>and</i> Submission/Waiver Form
<input type="checkbox"/> Master of Divinity as 2nd GU Graduate Degree (credit requirements vary)	<input type="checkbox"/> Application fee (full admission) <input type="checkbox"/> Application for Admission to Graduate School of Theology <input type="checkbox"/> Transcripts of all degree-level work since full admission to GU
<input type="checkbox"/> Master of Arts (36 credits)	<input type="checkbox"/> Application fee (full admission) <input type="checkbox"/> Application for Admission to Graduate School of Theology <input type="checkbox"/> Reference Forms (Pastor/Church Leader <i>and</i> Educator/Employer) <input type="checkbox"/> Transcripts of all degree-level work completed after Grade 12 <input type="checkbox"/> Biographical Sketch of Christian Life and Service <input type="checkbox"/> Graduate Studies Admission Essay <i>and</i> Submission/Waiver Form
<input type="checkbox"/> Special Student (maximum of 9 credits allowed)	<input type="checkbox"/> Application fee (special student) <input type="checkbox"/> Application for Admission to Graduate School
<input type="checkbox"/> Special Student to Full Admission (credit requirements vary)	<input type="checkbox"/> Application fee (special to full admission) <input type="checkbox"/> Application for Admission to Graduate School of Theology <input type="checkbox"/> Reference Forms (Pastor/Church Leader <i>and</i> Educator/Employer) <input type="checkbox"/> Transcripts of all degree-level work completed after Grade 12 <input type="checkbox"/> Biographical Sketch of Christian Life and Service <input type="checkbox"/> Graduate Studies Admission Essay <i>and</i> Submission/Waiver Form
<input type="checkbox"/> Graduate Certificate; (maximum of 18 credits per certificate) * Indicates additional items required for those without a previous GU M.A. or M.Div. degree	<input type="checkbox"/> Application fee (full admission) <input type="checkbox"/> Application for Admission to Graduate School of Theology <input type="checkbox"/> *Reference Forms (Pastor/Church Leader <i>and</i> Educator/Employer) <input type="checkbox"/> *Transcripts of all degree-level work completed after Grade 12 <input type="checkbox"/> *Biographical Sketch of Christian Life and Service <input type="checkbox"/> *Graduate Studies Admission Essay <i>and</i> Submission/Waiver Form

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# GLOBAL UNIVERSITY

GRADUATE SCHOOL OF THEOLOGY

E-mail: gradenroll@globaluniversity.edu

1211 South Glenstone Avenue  
Springfield, MO 65804, USA  
Phone (USA) 1-800-443-1083  
(Other) 1-417-862-9533  
Fax 417-869-5623

<b>OFFICE USE ONLY:</b>	
Student No.	
GSG Office Code	
Study Method:	<input type="checkbox"/> Independent <input type="checkbox"/> Group (Check all that apply) <input type="checkbox"/> Online

## APPLICATION FOR ADMISSION TO GRADUATE SCHOOL OF THEOLOGY

**TYPE OR PRINT IN INK.** Answer all questions. Check admission status desired. Submit with nonrefundable application fee and all required components to your Graduate Studies Group director. (Do not include payment for any other fees with application.)

<b>Master of Divinity Degree</b> (90 credits) <input type="checkbox"/> As First GU Graduate Degree <input type="checkbox"/> As Second GU Graduate Degree	<b>MA in Ministerial Studies</b> (36 credits) <input type="checkbox"/> Broad Field Plan <input type="checkbox"/> Education Concentration <input type="checkbox"/> Intercultural Studies Concentration <input type="checkbox"/> Leadership Concentration <b>Certificate</b> (18 credits) (specify) _____	<b>Special Student</b> (maximum of 9 credits) <input type="checkbox"/> Considering applying for full admission to GU Graduate School of Theology <input type="checkbox"/> Personal enrichment <input type="checkbox"/> Transfer credit to another school School name: _____
<b>MA in Biblical Studies</b> (36 credits) <input type="checkbox"/> Broad Field Plan <input type="checkbox"/> New Testament Concentration		

<b>PERSONAL INFORMATION. Previous studies with Global University</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>PASSPORT STYLE PHOTO (Applicant Only)</b>
<b>Social Security No. (USA Students Only)</b>		
<b>Student No. (Former Global University Students Only)</b>		
<b>Family/Last Name</b>		
<b>Maiden Name (if applicable)</b>		
<b>First Name</b>	<b>Date of Birth</b> (da/MON/year)	
<b>Middle Name</b>	As (10/JAN/1965) / /	
<b>Title:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Rev. <input type="checkbox"/> Dr.	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		
<b>Home Address</b>		

<b>Country of Residence</b>	<b>Country of Citizenship</b>
<b>E-mail</b>	<b>Primary Phone</b>
<b>Primary Language Spoken</b>	<b>Other Phone</b>
<b>Present Occupation</b>	<b>Fax</b>

<b>Are you using: USA VA military benefits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>USA DANTES/TA military benefits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Primary Religious Affiliation</b> <input type="checkbox"/> Assemblies of God <input type="checkbox"/> Other Pentecostal <input type="checkbox"/> Other Protestant <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Other (specify) _____	<b>Ministerial Credentials</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Organization _____ Country _____ District _____ Credential Level _____ Date Obtained _____	<b>How you did you hear of Global University?</b> <input type="checkbox"/> Church/Pastor <input type="checkbox"/> Friend <input type="checkbox"/> Internet (specify) _____ <input type="checkbox"/> Magazine (specify) _____ <input type="checkbox"/> Other (specify) _____	

**REFERENCES.** List the names and addresses of your pastor and educator/employer of at least 1 year's acquaintance who are *not* family members and who can verify your ability to pursue a graduate (post-baccalaureate) degree. Give a reference form to each.

<b>Pastor/Church Leader Name</b>	<b>Address</b>
<b>Educator/Employer Name</b>	<b>Address</b>

**ACADEMIC INFORMATION.** An official transcript is required from each school where degree work was done after Grade 12.

Name of School	City/State/Country	Dates Attended	Major	Degree(s)

<b>Educational Objectives</b> (what you expect to gain from studies)	<b>THIS SIDE FOR OFFICE USE ONLY:</b>	
	GSG Office Code (3 alpha characters)	
Do you have a personal computer? <input type="checkbox"/> Yes <input type="checkbox"/> No	GSG Director Signature of Recommendation (da/MON/year)	
Do you have high-speed Internet access? <input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	
<b>Please consider the following:</b> <input type="checkbox"/> MDiv credit reduction for bachelor's degree in Bible/Theology <input type="checkbox"/> Transfer of Graduate Credit from:  If accepted as a student: • I agree to the regulations governing the study program set forth by the Global University catalog in effect during the year in which I am applying and I understand that my completion of this study program does not guarantee my acceptance for any position by any church or organization. • I understand e-mail is considered a primary method of communication and is intended to meet the academic and administrative needs of the University; thus, I agree to monitor my Global University student e-mail account on a regular basis. • I agree to respect the standards of Global University and to allow Global University to use my signature as affixed below on my Student Identification Card.	<input type="checkbox"/> Full Admission to Graduate School of Theology Comment:	
	<input type="checkbox"/> Provisional Admission to Graduate School of Theology Reason:	
	<input type="checkbox"/> Probationary Admission to Graduate School of Theology Reason:	
	<input type="checkbox"/> Special Student Admission to Graduate School of Theology Comment:	
	<input type="checkbox"/> Denied Admission to Graduate School of Theology Reason:	
Applicant Signature	Dean, Graduate School of Theology	(da/MON/year)
(da/MON/year)		/ /
/ /	Comment:	

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## **GRADUATE CANCELLATION AND REFUND POLICY**

A student has the right to withdraw from any given subject or program or from the Graduate School of Theology at any time. To withdraw, the student must notify the office of the Dean. The amount of refund is calculated from the date of enrollment, exclusive of Saturday, Sunday, and USA holidays. A student must request to withdraw from a course within nine (9) months of the enrollment date to be entitled to a tuition refund. The refund policy is as follows:

1. An enrollment may be canceled within five (5) calendar days after midnight of the day on which the enrollment agreement (Graduate Subject Enrollment Card) is signed by the Global University Graduate Studies Group Director. The Graduate Studies Course Order Form is the enrollment agreement for students who enroll directly through the International Graduate Studies Group. If a student cancels enrollment during this time, a complete refund of all money will be given, excluding postage and fees.
2. From five (5) calendar days after midnight of the day, exclusive of Saturday, Sunday, and USA holidays, on which the enrollment agreement was signed by the director and before the Global University mentor receives the first completed lesson assignment, Global University will be entitled to retain a registration fee of an amount equal to 45% of the tuition for one credit.
3. If a student requests cancellation after the Global University mentor receives the first completed lesson assignment, Global University shall be entitled to retain an amount equal to the tuition for one credit.
4. If a student requests cancellation after the Global University mentor receives three assignments, Global University shall be entitled to retain an amount equal to the tuition for one and one-half credits.
5. After a student has submitted more than three completed assignments, Global University shall be entitled to retain the full amount paid for the course.

No fee refund will be made after five (5) days from receipt by the Graduate Studies Group Director of the application fee, program evaluation fee, change of program fee, enrollment extension fee, or other fees for which charges were not included in tuition and for which specific services were performed for a student based on payment of the fee.

No tuition refunds will be made for requests received more than nine (9) months after enrollment in a course.

Refunds will only be given for materials that are in resalable condition. There will be a 20 percent restocking fee for returned materials.

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# Request for Academic Records

**Note to Graduate Studies Applicant:** It is the responsibility of individual applicants to have their official academic records forwarded to Global University. Please complete the top portion of this form and submit it to the registrar or other authorized official at each academic institution from which you received credit for degree-level studies after Grade 12. Please note that some institutions may require a fee for providing this service.

Sir/Last Name		First Name	
Maiden Name (if applicable)	Date of Birth (dd/mmm/yy)	Email	
Institution Name		Dates Attended From _____ To _____ (dd/mmm/yy) (dd/mmm/yy)	
Degree Name (if applicable)	Year of Award (if applicable)	Major (if applicable)	
Student ID or Roll Number at sending institution (if applicable)			

I hereby authorize the release of my academic/transcript records to Global University.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Authorized Official:** The above named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statements of marks—showing all subjects completed and all grades/marks awarded for all years of study—be released to Global University. Please complete this form, place the form and academic/transcript record in an envelope, sign and seal the envelope across the back flap, and send it directly to Global University at the address listed below.

Name of Official Completing Form (Please Print or Type)		Title	
Address			
City	State/Province	Country	Postal/Zip Code
Telephone		Fax	
Email		URL	

**Confirmation:** I confirm that the student named above attended \_\_\_\_\_  
Institution Name  
Dates of attendance from \_\_\_\_\_ month/yr to \_\_\_\_\_ month/yr  
Degree obtained (if applicable) \_\_\_\_\_ month/yr

Authorized Signature and Seal \_\_\_\_\_ Date \_\_\_\_\_  
Yes, the applicant's academic/transcript record is attached to this form.

Postal Mail: Global University  
Registrar, Graduate Studies  
1211 South Glenstone Avenue  
Springfield, MO 65804 USA

(PLEASE RETURN THIS FORM TOGETHER WITH THE OFFICIAL ACADEMIC RECORDS/STATEMENT OF MARKS)