**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.

<table>
<thead>
<tr>
<th>Admission Status Requested</th>
<th>Components Required</th>
</tr>
</thead>
</table>
| ☐ Master of Divinity as 1st Global University Graduate Degree (90 credits) | ☐ Application fee (full admission)  
☐ Application for Admission to Graduate School of Theology  
☐ Reference Forms (Pastor/Church Leader and Educator/Employer)  
☐ Transcripts of all degree-level work completed after Grade 12  
☐ Biographical Sketch of Christian Life and Service  
☐ Graduate Studies Admission Essay and Submission/Waiver Form |
| ☐ Master of Divinity as 2nd GU Graduate Degree (credit requirements vary) | ☐ Application fee (full admission)  
☐ Application for Admission to Graduate School of Theology  
☐ Transcripts of all degree-level work since full admission to GU |
| ☐ Master of Arts (36 credits) | ☐ Application fee (full admission)  
☐ Application for Admission to Graduate School of Theology  
☐ Reference Forms (Pastor/Church Leader and Educator/Employer)  
☐ Transcripts of all degree-level work completed after Grade 12  
☐ Biographical Sketch of Christian Life and Service  
☐ Graduate Studies Admission Essay and Submission/Waiver Form |
| ☐ Special Student (maximum of 9 credits allowed) | ☐ Application fee (special student)  
☐ Application for Admission to Graduate School |
| ☐ Special Student to Full Admission (credit requirements vary) | ☐ Application fee (special to full admission)  
☐ Application for Admission to Graduate School of Theology  
☐ Reference Forms (Pastor/Church Leader and Educator/Employer)  
☐ Transcripts of all degree-level work completed after Grade 12  
☐ Biographical Sketch of Christian Life and Service  
☐ Graduate Studies Admission Essay and Submission/Waiver Form |
| ☐ Graduate Certificate; (maximum of 18 credits per certificate) | ☐ Application fee (full admission)  
☐ Application for Admission to Graduate School of Theology  
☐ *Reference Forms (Pastor/Church Leader and Educator/Employer)  
☐ *Transcripts of all degree-level work completed after Grade 12  
☐ *Biographical Sketch of Christian Life and Service  
☐ *Graduate Studies Admission Essay and Submission/Waiver Form |

* Indicates additional items required for those without a previous GU M.A. or M.Div. degree

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PN 17.02  
All Rights Reserved
APPLICATION FOR ADMISSION TO GRADUATE SCHOOL OF THEOLOGY

Do you have high-speed Internet access?  
☐ Yes  ☐ No

Please consider the following:
☐ MDiv credit reduction for bachelor’s degree in Bible/Theology  
☐ 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.

Applicant Signature  
(da/MON/year)  / /

Dean, Graduate School of Theology  
(da/MON/year)  / /

Comment:

OFFICE USE ONLY:

GSG Office Code  
Student No.

Study Method:  ☐ Independent  ☐ Group  
(Check all that apply)  ☐ Online

PASSPORT STYLE
PHOTO  
(Application Only)
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.
# REFERENCE FORM

**PASTOR/CHURCH LEADER**

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>Address of applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have given your name as a reference in an application for admission to the Graduate School of Theology of Global University to pursue a Master of Arts or Master of Divinity degree program. Please complete this form and mail it to the address shown above.

**NOTICE TO THE APPLICANT:** In the United States, PUBLIC LAW 93-380, the Family Education Rights and Privacy Act of 1974, grants all students the right to inspect and review all of their official records. This right extends to letters of recommendation, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

- [ ] I have waived my right to see this and other recommendations.
- [x] I do not waive my right to see this and other recommendations.

**Signature of Applicant**

Applicant’s failure to sign indicates right to see this recommendation is not waived.

We, of the Graduate School of Theology of Global University, appreciate your honest estimate of the ability of this applicant to undertake a Master of Arts or Master of Divinity degree program. Thank you for your assistance by responding to the following questions and surveys.

**How long have you known applicant?**

In what relationship(s) (circle) Pastor, Teacher, Employer, Advisor (Other)

**Please rate applicant by checking all items that apply for each heading below. Do not check items in areas about which you feel uncertain or that you have had no opportunity to observe.**

<table>
<thead>
<tr>
<th>Intelligence</th>
<th>Teachability</th>
<th>Perseverance in completing tasks</th>
<th>Achievement (formulates, executes, and carries plans to conclusion)</th>
<th>Self-discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thinks logically</td>
<td>Rigid, argumentative</td>
<td>Gives up easily or is easily discouraged</td>
<td>Does only what is assigned</td>
<td>Leaves everything until the last minute</td>
</tr>
<tr>
<td>Learns and thinks slowly</td>
<td>Very opinionated</td>
<td>Needs encouragement to persevere</td>
<td>Starts but does not finish</td>
<td>Is not very disciplined, but responds to deadlines well</td>
</tr>
<tr>
<td>Has average mental ability</td>
<td>Open minded</td>
<td>Persist in most circumstances</td>
<td>Is innovative</td>
<td>Is self-disciplined, plans and works ahead of schedule</td>
</tr>
<tr>
<td>Is alert or inquisitive</td>
<td>Willing to receive instruction</td>
<td></td>
<td>Is resourceful and effective</td>
<td></td>
</tr>
<tr>
<td>Learns and thinks rapidly</td>
<td></td>
<td></td>
<td>Has superior creative ability</td>
<td></td>
</tr>
</tbody>
</table>

**Please check any traits in the list below that you have noted in applicant.**

- Aloof
- Anxious
- Argumentative
- Arrogant
- Critical of others
- Depressed
- Discouraged
- Domineering
- Easily embarrassed
- Easily offended
- Frequently worried
- Impatient
- Inability to take a joke
- Intolerant
- Irritable
- Lacking tact
- Nervous
- Prejudiced toward groups, races, or nationalities
- Quick-tempered
- Rigid, not adaptable
- Rude
- Self-centered
- Sullen
- Unteachable

**Based on your knowledge of the applicant, how would you rate his or her potential success in a Master of Arts or Master of Divinity program?**

- Exceptional
- Very good
- Good
- Fair
- Poor

**Comment:**

**Do you have reason to doubt or question the applicant’s personal integrity? If so, explain:**

**Do you have any reservations about recommending this person? If so, please explain.**

**What do you believe is the applicant’s motive in applying to Global University’s Graduate School?**

**Name (please print)**

**Position or title**

**Address**

**Signature**

**Date**
**REFERENCE FORM**

**EDUCATOR/EMPLOYER**

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>Address of applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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- [ ] I have waived my right to see this and other recommendations.
- [x] I do not waive my right to see this and other recommendations.

**Signature of Applicant**

Applicant’s failure to sign indicates right to see this recommendation is not waived.

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We, of the Graduate School of Theology of Global University, appreciate your honest estimate of the ability of this applicant to undertake a Master of Arts or Master of Divinity degree program. Thank you for your assistance by responding to the following questions and surveys.

How long have you known applicant? ____________________________ In what relationship(s) (circle) Pastor, Teacher, Employer, Advisor (Other) ____________________________

Please rate applicant by checking all items that apply for each heading below. Do not check items in areas about which you feel uncertain or that you have had no opportunity to observe.

### Intelligence
- [ ] Thinks logically
- [ ] Learns and thinks slowly
- [ ] Has average mental ability
- [ ] Is alert or inquisitive
- [ ] Learns and thinks rapidly

### Teachability
- [ ] Rigid, argumentative
- [ ] Very opinionated
- [ ] Open minded
- [ ] Willing to receive instruction

### Perseverance in completing tasks
- [ ] Gives up easily or is easily discouraged
- [ ] Needs encouragement to persevere
- [ ] Persists in most circumstances

### Achievement (formulates, executes, and carries plans to conclusion)
- [ ] Does only what is assigned
- [ ] Starts but does not finish
- [ ] Is innovative
- [ ] Is resourceful and effective
- [ ] Has superior creative ability

### Self-discipline
- [ ] Leaves everything until the last minute
- [ ] Is not very disciplined, but responds to deadlines well
- [ ] Is self-disciplined, plans and works ahead of schedule

Please check any traits in the list below that you have noted in applicant.

- [ ] Aloof
- [ ] Anxious
- [ ] Argumentative
- [ ] Arrogant
- [ ] Critical of others
- [ ] Depressed
- [ ] Discouraged
- [ ] Domineering
- [ ] Easily embarrassed
- [ ] Easily offended
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- [ ] Impatient
- [ ] Inability to take a joke
- [ ] Intolerant
- [ ] Irritable
- [ ] Lacking tact
- [ ] Nervous
- [ ] Prejudiced toward groups, races, or nationalities
- [ ] Quick-tempered
- [ ] Rigid, not adaptable
- [ ] Rude
- [ ] Self-centered
- [ ] Sullen
- [ ] Unteachable

Based on your knowledge of the applicant, how would you rate his or her potential success in a Master of Arts or Master of Divinity program?

- [ ] Exceptional
- [ ] Very good
- [ ] Good
- [ ] Fair
- [ ] Poor

Comment:

What do you believe is the applicant’s motive in applying to Global University’s Graduate School?

Name (please print)

Position or title

Address

---

Do you have reason to doubt or question the applicant’s personal integrity? If so, explain:

What do you have any reservations about recommending this person? If so, please explain.

You may write additional facts you feel we should know on a separate sheet. You also may include additional references you feel are qualified to help in evaluating this applicant.

Signature

Date
# 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.

<table>
<thead>
<tr>
<th>Sir/Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maiden Name (if applicable)</td>
<td>Date of Birth (dd/mm/yy)</td>
</tr>
<tr>
<td>Institution Name</td>
<td>Dates Attended From (dd/mm/yy) To (dd/mm/yy)</td>
</tr>
<tr>
<td>Degree Name (if applicable)</td>
<td>Year of Award (if applicable) Major (if applicable)</td>
</tr>
<tr>
<td>Student ID or Roll Number at sending institution (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name of Official Completing Form (Please Print or Type)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City State/Province Country Postal/Zip Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Fax Email URL</td>
<td></td>
</tr>
</tbody>
</table>

**Confirmation:** I confirm that the student named above attended ____________________________________________________________________________________________________________________________________________________________

Institution Name

Dates of attendance from _______________ to _______________ month/yr 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/statements of marks)
SUBMISSION/WAIVER FORM FOR GRADUATE STUDIES ADMISSION ESSAY
(This form must be returned with all applications for full admission to the Graduate School of Theology.)

| Applicant Name (type or print) |
| Address |
| Student Number | GSG Office Code |

Full admission to Global University’s Graduate School of Theology to pursue a Master of Arts or Master of Divinity degree program is contingent on all admission requirements stated in the Graduate Studies Catalog that is current when your application is reviewed. See required application components list at the beginning of this document.

1. If you are applying for full admission to the Graduate School of Theology for a Master of Arts or Master of Divinity program as your first graduate (post-baccalaureate) degree program with Global University, you are required to write a Graduate Studies Admission Essay (formerly referred to as English Proficiency Essay) as evidence of your ability to study and communicate in English at a graduate level of studies. The following topic has been selected for your Admission Essay:

   Evaluate and respond to the following statement: “The more a church leader is trained, the more removed he or she is from the common person in the church. So why should a person seek advanced training?”

2. If you feel you have demonstrated ability to study and communicate in English at a graduate level of studies based on one or more of the criteria listed below, you may request a waiver of the Admission Essay. All waivers are at the discretion of the director of the authorized Graduate Studies Group through which you apply for admission, or at the discretion of the Dean if you are applying for admission through the International Graduate Studies Group in Springfield, Missouri, USA. The Dean reserves the right to reject any waiver request.

3. All applicants who do not have an approved waiver will be required to write a Graduate Studies Admission Essay before being considered for full admission to the Graduate School of Theology.

☐ I have submitted my Graduate Studies Admission Essay in response to the topic stated above and hereby certify that this essay is my work and that I did not plagiarize the work of any other individual, writer, or publisher (print or electronic).

☐ I hereby apply for a waiver of the Graduate Studies Admission Essay based on item(s) checked below and have furnished required evidence of fulfillment of qualifying criteria:

Applicant Signature  Date

<table>
<thead>
<tr>
<th>Qualifying Criteria for Waiver (check all that apply)</th>
<th>Official Evidence Required to Indicate Proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Applicant has completed a minimum of a Master of Arts (or equivalent degree), taken in the English language, from any accredited institution.</td>
<td>Official transcript from degree-granting institution</td>
</tr>
<tr>
<td>☐ Applicant has completed a Bachelor of Arts degree, taken in the English language, from Global University.</td>
<td>Global University Registrar will verify</td>
</tr>
<tr>
<td>☐ Applicant (or spouse) has appointment with a United States missionary organization; and applicant is credentialed with a Christian organization as a minister and has completed at least a Bachelor of Arts (or equivalent degree), taken in the English language, from any accredited institution.</td>
<td>Appointment proof from USA missionary organization, ministerial credentialing proof from credentialing organization, and official transcript from degree-granting institution</td>
</tr>
</tbody>
</table>

GSG Director/Dean Signature  Date

Waiver Granted  ☐ Yes  ☐ No

Comment

See the following page for Admission Essay writing instructions and evaluation criteria on your assigned topic.
INSTRUCTIONS FOR GRADUATE STUDIES ADMISSION ESSAY

1. Write your Graduate Studies Admission Essay on the assigned topic using good grammar, sentence structure, organization, and interaction with the assigned topic.

2. Your essay should be 5–10 pages (1,250–2,500 words) in length. It should be neat and legible. All pages should be double-spaced and have a two-inch left margin for grader comments. Your name (as shown on the submission form) and the page number must appear at the top of each page, along with the words “Graduate Studies Admission Essay” (see the following example).

   Example:
   Alexander Johannes Wigglesworth     page 1     Graduate Studies Admission Essay

3. Your response should include references to relevant Scripture as appropriate to explain, contrast, critique, and/or defend the assigned topic and your position with regard to the topic. Your essay should demonstrate your ability to do the following:
   a. Study and communicate in the English language at a graduate level of studies using good grammar, syntax, and style.
   b. Think and communicate logically.
   c. Do critical analysis.
   d. Organize an essay in an orderly fashion.

4. Your “Submission/Waiver Form for Graduate Studies Admission Essay” must be submitted with your essay.

5. Your essay will be evaluated on your ability to organize material, reason, analyze, synthesize, and communicate in clear, concise, and comprehensible English at a graduate level of writing—not on agreement or disagreement with what you have written.