

# Application for Ministry Certificates

*If you are applying for a Certificate in Spiritual Direction or Urban Ministry please use the Cohort Certificate Application.*

NORTH PARK  
THEOLOGICAL  
SEMINARY

## Personal Information

*(Please type or print)*

Name \_\_\_\_\_  
*First Middle Last*

Preferred Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

☐ Female ☐ Male

Social Security (Required for US Citizens and permanent residents) \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

Home phone \_\_\_\_\_

Email \_\_\_\_\_

Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

## Ethnicity and Race

Do you wish to be identified as Hispanic/Latino? ☐ Yes ☐ No

Regardless of your answer to the previous question, if you wish to be identified with a particular group, please check one or more of the following:

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander ☐ White

## Church Information

Name of church you currently attend \_\_\_\_\_

Denomination \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minister's name \_\_\_\_\_ How long have you attended this church? \_\_\_\_\_

Current church involvement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employer and Academic Background

Academic background (Please list all post-high school education)

| Name of school | Location | Dates attended | Degrees earned | Date awarded/expected |
|----------------|----------|----------------|----------------|-----------------------|
|----------------|----------|----------------|----------------|-----------------------|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Current employer \_\_\_\_\_

☐ Full time      ☐ Part time      Job title \_\_\_\_\_

Do you have Military Affiliation? ☐ Yes ☐ No

If yes, what is your status? ☐ Active ☐ Veteran ☐ Dependent ☐ Spouse

Note: If you did not earn a bachelor's degree at an accredited institution with at least a 2.50 g.p.a., then you must also submit (1) a research paper of at least five pages in length on a biblical or theological topic, and (2) a letter explaining why it is not feasible to complete an undergraduate degree. Please contact the Seminary Admission Office for more information.

## Program Information

- |                                                           |                                                              |                                                                 |
|-----------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Certificate in Christian Studies | <input type="checkbox"/> Certificate in Church Planting      | <input type="checkbox"/> Certificate in Congregational Vitality |
| <input type="checkbox"/> Certificate in Faith and Health  | <input type="checkbox"/> Certificate in Foundational Courses | <input type="checkbox"/> Certificate in Intercultural Studies   |
| <input type="checkbox"/> Certificate in Youth Ministry    |                                                              |                                                                 |

Semester and year for which you are applying:      ☐ Fall      ☐ Spring      ☐ Summer      Year: \_\_\_\_\_

Course Format: (check all that apply)      ☐ Residential Only      ☐ Online Only      ☐ Regional Course

## Autobiographical Sketch

Type a brief autobiographical sketch on an attached sheet, no more than 500 words in length. Include a description of your family background, the main events surrounding your commitment to Jesus Christ, and the important events contributing to your decision to enter Christian ministry or theological studies.

## Reference

Please list the name and phone number of the pastor who will fill out the pastoral reference form. For confidentiality purposes the recommendation can be mailed or emailed to us only by the person completing the form.

Pastor \_\_\_\_\_ Phone number \_\_\_\_\_

## International Student Only

TOEFL score required (for students whose primary language is not English) \_\_\_\_\_

Date of exam \_\_\_\_\_

If currently in the United States, how long have you been here and what is your visa status? \_\_\_\_\_

If you are married, will your spouse accompany you to the United States? \_\_\_\_\_

If you have children, how many of them will accompany you to the United States? \_\_\_\_\_

Students entering the United States with Non-Immigrant F-1 student status must have an I-20 form (certificate of eligibility) when making application for a visa. This form will be sent once we receive an affidavit of financial support and you are formally accepted for studies. Please check type of visa you plan to have while studying at our school:      ☐ Student      ☐ Immigrant      ☐ Other

## Application Checklist

- ☐ Complete and sign the application form
- ☐ Distribute the pastoral reference
- ☐ Complete the autobiographical essay
- ☐ Request an official academic transcript from each undergraduate, graduate, or professional institution that you have attended and have them sent directly to the Seminary Admission Office.
- ☐ Enclose a \$25 non-refundable application fee via check made out to North Park Theological Seminary, or you may call the number below to pay by credit card.

*I hereby make application for admission into North Park Theological Seminary and promise to abide by the regulations of the institution and to promote its best interests. I certify that to the best of my knowledge all answers given in this application are accurate and truthful. I understand that as the seminary of the Evangelical Covenant Church, North Park Theological Seminary prepares both women and men for pastoral and lay leadership in the church.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please mail this completed form along with the \$25 application fee to Seminary Admission Office, North Park Theological Seminary, 3225 West Foster Avenue, Chicago, Illinois 60625-4895. If you have questions, please call (773) 244-6229 or (800) 964-0101.

# Pastoral Reference Form



Applicant's name \_\_\_\_\_

Applicant's address, phone number, and email \_\_\_\_\_

Program applicant is applying for: \_\_\_\_\_

**Note to applicant: You must indicate your preference and sign the reference waiver located on the back of this form for it to be processed.**

In seeking admission into North Park Theological Seminary, the above applicant is required to have this form filled out and returned to the Admissions Office at the Seminary. We seek individuals who are qualified to pursue theological studies and who have the potential to serve effectively in the ministry they choose; we would appreciate a frank evaluation of this applicant. If you feel that this form is not adequate for your remarks, please feel free to provide your response in a separate document. Please note that an additional interview with you is standard for all applicants to degree programs at North Park Theological Seminary. It is recommended that you not be part of the church recommendation committee if you submit this form.

CONFIDENTIALITY: Federal law gives students the option to waive their right to see specific letters of recommendation. If the applicant has not signed the waiver on the reverse side of this form, it will be assumed that you are submitting information with the full knowledge that it may be seen by the applicant if he or she is accepted and enrolls at North Park.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant? \_\_\_\_\_

3. What is your occupation? \_\_\_\_\_

4. Please evaluate the applicant in the following areas: *(Circle only one number for each item using the following scale: 1 – Excellent, 2 – Very Good, 3 – Average, 4 – Poor, N – Not Observed)*

|                                                       |   |   |   |   |   |
|-------------------------------------------------------|---|---|---|---|---|
| Christian faith and commitment                        | 1 | 2 | 3 | 4 | N |
| Moral character                                       | 1 | 2 | 3 | 4 | N |
| Leadership                                            | 1 | 2 | 3 | 4 | N |
| Personal maturity                                     | 1 | 2 | 3 | 4 | N |
| Spiritual maturity                                    | 1 | 2 | 3 | 4 | N |
| Ability to work with others                           | 1 | 2 | 3 | 4 | N |
| Reliability                                           | 1 | 2 | 3 | 4 | N |
| Emotional stability                                   | 1 | 2 | 3 | 4 | N |
| Interpersonal relationships                           | 1 | 2 | 3 | 4 | N |
| Judgment                                              | 1 | 2 | 3 | 4 | N |
| Communication skills (written)                        | 1 | 2 | 3 | 4 | N |
| Communication skills (oral)                           | 1 | 2 | 3 | 4 | N |
| Organizational skills                                 | 1 | 2 | 3 | 4 | N |
| Flexibility in work related situations                | 1 | 2 | 3 | 4 | N |
| Ability to analyze a problem and formulate a solution | 1 | 2 | 3 | 4 | N |

5. What do you consider as the applicant's most important gifts, strengths, or personal characteristics? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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6. In your opinion, what are the applicant's areas for growth and improvement? \_\_\_\_\_

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7. Please comment upon the applicant's potential future success managing people and organizations? \_\_\_\_\_

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8. Do you recommend this person for admission to North Park Theological Seminary?

☐ Highly recommend

☐ Recommend

☐ Recommend with reservations \_\_\_\_\_

☐ Do not recommend

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*Signature*

*Date*

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*Print name*

*Phone Number*

**Please email form to [semadmissions@northpark.edu](mailto:semadmissions@northpark.edu) or mail to: North Park Theological Seminary Admissions, Box 40, 3225 West Foster Avenue, Chicago, Illinois 60625-9972. Be sure to retain a copy for yourself.**

## Reference Waiver

The Family Education and Privacy Act of 1974 provides the applicant the right of access to information provided by their references after the application has been accepted and the applicant has enrolled at North Park Theological Seminary. The law also allows the applicant the privilege to waive the right of access, an action which may enhance the integrity of recommendations and references. No school, however, can require an applicant to sign such a waiver, nor can it discriminate in any way against any applicant who does not waive his or her right to access.

Please check one:

☐ I waive my right of access

☐ I do not waive my right to review this form

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*Signature*

*Date*