

Doctor of Ministry Program  
P O Box 750133  
Dallas, TX 75275

## Doctor of Ministry Application Procedure

We are pleased that you are interested in pursuing the Doctor of Ministry degree at Southern Methodist University. **Please note** that the responsibility of securing and submitting the application materials, transcripts, and other necessary information rests with you. You will find a checklist of the items requested on page 3 of the application.

All documents, requests, and correspondence should be sent to:  
Perkins School of Theology, Doctor of Ministry Office, SMU, P O Box 750133, Dallas TX 75275  
Telephone: 214-768-2124 Fax: 214-768-2117 E-mail: clgraham@smu.edu

### ELIGIBILITY

The professional nature of the Doctor of Ministry requires that students have leadership responsibilities in their ministry setting. Applicants must have all application material completed no later than two months before admission to the program. Applicants wishing to enter the Doctor of Ministry program must have:

1. An ATS-approved M.Div. degree or equivalent with a cumulative grade point average in the master's level program of at least 3.0 on a 4.0 scale (B or 80). In cases of demonstrated extraordinary ability in the practice of ministry, applicants with a lower grade average may be considered for conditional admission with the requirement to complete the first term with a grade of B or better in order to be granted full admission and continuation in the program.
2. Significant experience and demonstrated competence in ministry, as attested by four references. A minimum of three years of full-time experience following completion of the M.Div. degree (or its equivalent) normally is required.
3. The ability to reflect theologically and communicate effectively as reflected in a short essay addressing the proposed area for study. The essay should include: (a) a statement of objectives in pursuing the D.Min. degree; (b) a statement of the proposed area of study for the professional practicum and project thesis; and (c) the anticipated contribution of the professional practicum and project thesis to the applicant's ministry.

International applicants who hold an R-1 (Religious Worker) Visa may be considered for admission. Because the Doctor of Ministry is a degree given in the context of ministry, generally no transfer credit is accepted.

### APPLICATION PROCEDURE

#### General requirements:

1. Complete the application form.
2. Send an official transcript, **certified and translated if from a foreign institution**, directly from each school of higher education you have attended to the address above. To order and track your official transcript online go to: <http://www.studentclearinghouse.org>
3. Distribute four recommendations forms and ask that they be sent directly to the D.Min Office at the address above. Select respondents who can attest to your abilities. *Your application will not be processed until all four statements of reference arrive in our office.*

#### Additional requirements for international students:

***Application Deadline***

**Summer Admittance .....March 15**

**January Admittance.....October 1**

Admission to the Doctor of Ministry program is off



List in chronological order all colleges and universities attended.

Name of Institution	Location	Date of Attendance	Major	Degree/Date (month/year)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

To order official transcripts online: go to <http://www.studentclearinghouse.org> All major credit cards are accepted.

If you have ever been dismissed or suspended from, or denied readmission to any school, please state particulars

\_\_\_\_\_

List and explain any criminal charges that have been brought against you, except those which have resulted in a finding of not guilty or a complete dismissal. Minor traffic violations and parking tickets need not be included.

\_\_\_\_\_

(Disclosure in the affirmative will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student Failure to explain an affirmative response to this question will result in the Application not being further processed.)

Applicant's employer \_\_\_\_\_

Business address and phone \_\_\_\_\_

Employment Record: List the positions held since your graduation from theological school, beginning with present position and working backwards. Continue on another sheet if necessary.

\_\_\_\_\_

Financial Situation: Please list the resources you will be able to use to cover the costs of the D.Min. program. This should include resources from conference funds, local church funds, and other sources besides personal resources. This will not be a factor for admission.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Your special interest in the Doctor of Ministry program. Write an essay of no more than three double-spaced typed pages concerning:**

- The first part should set forth the theological issues that are taking on greater importance for your practice of ministry, the issues of ministry that are challenging you as you carry out your responsibilities in your setting of ministry, and the tasks you now have to do that are requiring you to enhance your effectiveness.
- The second part should then set forth a statement of your objectives in undertaking the D. Min. program, a preliminary statement of a proposed area or areas you want to consider for a practicum/project, and an assessment of the contribution to your ministry that these proposed areas of study could make.

List the names of persons you have asked to complete recommendation forms.

- 1 & 2. Professors in your college, university or seminary best acquainted with you and your work: Substitutions may be made if necessary for those out of school five years or more.
- 3. A person in lay leadership in your church.
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You can order official copies of your transcript online in minutes at  
<http://www.studentclearinghouse.org>

Transcripts can be ordered online using any major credit card.  
Your card will only be charged after your order has been  
completed.

Order updates will be emailed to you. You can also check your  
order status or history online.

**You'll need the following to order a transcript online:**

- ✓ A valid major credit card
- ✓

# DOCTOR OF MINISTRY STATEMENT OF REFERENCE

To: \_\_\_\_\_  
(Name of person making statement, to be filled in by applicant)

This is to inform you that I, \_\_\_\_\_, am applying for acceptance in the Doctor of Ministry Program at Perkins School of Theology, and I am giving your name as someone who would be willing to make an appropriate statement of reference. Please use this sheet to make a statement concerning my personal, professional, and academic qualifications for successfully completing this program of study. Thank you.

OPTIONAL WAIVER

IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT OF 1974, SEC. 438 (A) (A) (B) (C), I HEREBY  
WAIVE MY RIGHT TO REVIEW THIS STATEMENT.

\_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE OF APPLICANT)

PLEASE NOTE: IF THE APPLICANT WAIVES HIS/HER RIGHT TO REVIEW THIS STATEMENT BY SIGNING THIS WAIVER, IT WILL BE HELD CONFIDENTIAL. IF THE APPLICANT DOES NOT SIGN THE WAIVER, IT WILL BE ASSUMED THAT THE APPLICANT MAY REVIEW THE STATEMENT.

1. How long and in what capacity have you known the applicant, \_\_\_\_\_  
(Name of applicant)

inistry, his/her

performance in ministry, and their probable ability to complete a degree in which a grade average of 80 (B, or 3.0) must be maintained.

3. Do you consider the applicant superior\_\_\_\_, above average\_\_\_\_, average\_\_\_\_, or below average\_\_\_\_, in performance of professional ministry?

Name of Reference \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone (office) \_\_\_\_\_ (home) \_\_\_\_\_ Date \_\_\_\_\_

Please return to: Perkins School of Theology, SMU Doctor of Ministry Program, P. O. Box 750133, Dallas, TX 75275