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**CONCORDIA  
LUTHERAN  
SEMINARY**

7040 Ada Boulevard  
Telephone:  
Fax:  
Email:

Edmonton, AB T5B 4E3  
(780) 474-1468  
(780) 479-3067  
[admissions@concordiasem.ab.ca](mailto:admissions@concordiasem.ab.ca)

## **Application for Enrollment - Master of Divinity program**

### **General Information**

1. **COMPLETING THE APPLICATION FORM:** Print in ink (or type) all information. The form must be complete in every detail. Incomplete forms may not be processed. Answer N.A. (Not Applicable) for all items which do not apply to you.
2. **APPLICATION FEE:** A non-refundable Application Fee of \$50.00 is to accompany this form. Cheque or money order is to be made payable to Concordia Lutheran Seminary.
3. **OFFICIAL TRANSCRIPTS:** Official Transcripts from ALL universities/colleges attended must be furnished before application can be considered. It is your responsibility to ensure that all Official Transcripts are furnished in a timely manner.
4. **REFERENCE LETTERS:** You are to request letters of reference from your pastor and other referees as indicated in the application form. Please give your referees sufficient time to submit their letters of reference to the Director of Admissions.
5. **CRIMINAL RECORD CHECK:** You must obtain a Criminal Record Check (including the 'Vulnerable Persons/Sector' check) and submit it to the seminary. This can be obtained from your nearest RCMP detachment or local police service. There is usually a charge for this, and it may take several weeks to process your request. Contact your local police service or RCMP detachment for information on the request process. The website for Edmonton Police Information Checks is <http://www.edmontonpolice.ca/pics>
6. **GRADUATE RECORD EXAM:** Consistent with the practice of other theological seminaries throughout North America, CLS requires that applicants take the Graduate Record Exam (revised General Test). Regular administrations of the GRE take place at most universities throughout the world. In addition, it can now be taken by computer at a number of locations throughout North America. Find "Test Centers and Dates" and more information on registering for either the written test or the computer-based test at [www.ets.org/gre](http://www.ets.org/gre). If you are in the Edmonton area, you can take the computer-based test at the Prometric Testing Centre (Sylvan Learning Centre), 6715 177 Street. Phone (780) 415-4164 for information. GRE test results are released only to accredited academic institutions. You will need to indicate that the GRE test results are to be sent to: Director of Admission, Concordia Lutheran Seminary, 7040 Ada Boulevard, Edmonton, AB T5B 4E3. Our GRE institution number is 2606.
7. **BIBLICAL LANGUAGES:** If you have not completed either of CLS's Biblical language requirements (Greek and Hebrew), you may be permitted to take a year of pre-MDiv study (part-time) which would include one language and several courses at the seminary. The second language could then be taken during the following summer. If you have completed one of the language requirements before entry, you may be allowed to take the second language during your first year (either at Concordia University College of Alberta [CUCA] or CLS) as well as a reduced load of seminary courses. CUCA normally offers Greek in odd years (eg. 2015-16), and Hebrew in even years (eg. 2016-17). To enroll in these courses you must contact CUCA directly (780-479-9250 or [registrar@concordia.ab.ca](mailto:registrar@concordia.ab.ca)). In some years, CLS offers Greek or Hebrew as an online evening class. Contact the Director of Admissions at CLS to discuss your options.
8. **KEEP THIS:** Keep this front page of your application for reference throughout the application process. There is a checklist on the back of this page to assist you with your submission of a *complete* application package.

# APPLICATION SUBMISSION CHECKLIST

- ✓ CHEQUE OR MONEY ORDER FOR \$50.00 MADE OUT TO "CONCORDIA LUTHERAN SEMINARY"
- ✓ ALL QUESTIONS ANSWERED (OR COMPLETED WITH "N.A.") ON THE APPLICATION FORM
- ✓ INCLUDED ADDITIONAL PAGES FOR AUTOBIOGRAPHICAL INFORMATION ON PAGES 6 & 7
- ✓ REQUESTED CRIMINAL RECORD CHECK FROM LOCAL POLICE SERVICE OR RCMP DETACHMENT (including 'Vulnerable Persons Check')
- ✓ WROTE GRE, RESULTS DIRECTED TO CLS
- ✓ SUBMITTED OFFICIAL TRANSCRIPTS FROM ALL POST SECONDARY INSTITUTIONS WHICH I HAVE ATTENDED
- ✓ INCLUDED ADDITIONAL LETTER INDICATING SPECIAL CIRCUMSTANCES FOR CONSIDERATION OF APPLICATION (FOR APPLICANTS SEEKING NON-DEGREE ADMISSION ONLY)
- ✓ OFFICIAL GRADES FROM TOEFL PROFICIENCY EXAM (INTERNATIONAL APPLICANTS ONLY)
- ✓ LETTER OF RECOMMENDATION FROM HOME CHURCH BODY (INTERNATIONAL APPLICANTS ONLY)
- ✓ SIGNED AND DATED APPLICANT DECLARATION
- ✓ NEW STUDENTS MUST BE IN EDMONTON BY THE LAST WEEK OF AUGUST TO ATTEND THE REQUIRED 'NEW STUDENT ORIENTATION AND RETREAT' (see Academic Calendar for dates)



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Attach a recent photograph here.

Enclose a photograph of fiancée or wife.

(Passport-style photographs or similar are preferred.)

## Application for Enrollment Master of Divinity program

All information is to be typed or printed in ink. The form must be complete in every detail. Answer N.A. (Not Applicable) for all items which do not apply to you.

Date of Application (dd/mmm/yyyy):

<b>APPLICANT INFORMATION</b>					
First Name		Middle Name(s)		Last Name	
Permanent Address					
City		Province		Postal Code	
Phone	(     )	E-mail Address			
Alt. Phone	(     )	Alt. E-mail Address			
Country of Citizenship		S.I.N.			
Date of Birth (dd/mmm/yyyy)		Place of Birth (city, province)			

<b>EDUCATION (Official Transcripts from ALL universities/colleges attended must be furnished before application can be considered.)</b>			
<b>List the high schools and all universities/colleges you have attended. (If you have not completed a bachelor's degree and are seeking admission under the 'Non-Degree Student Admissions Policy', you must cite, in writing, circumstances indicating that it is unrealistic for you to obtain a bachelor's degree prior to enrollment. See 'Non-Degree Student Admissions Policy' in the Academic Calendar)</b>			
High School (Name & Location)		Academic Years of Attendance	
University/College (Name & Location)		Academic Years of Attendance	
Major	Minor	Degree and Year of Graduation	
University/College (Name & Location)		Academic Years of Attendance	
Major	Minor	Degree and Year of Graduation	
University/College (Name & Location)		Academic Years of Attendance	
Major	Minor	Degree and Year of Graduation	
Date of Intended Admission to Concordia Lutheran Seminary (mm/yyyy)			
Have you ever applied for admission to another seminary?		If yes, which one(s) and when?	
Have you ever enrolled at another seminary?		If yes, which one(s) and when?	
How long were you there?		Give reasons for discontinuing.	
Have you ever been denied admission to, or expelled from, or been asked to leave a college, university, or seminary?			
If yes, explain the circumstances on a separate sheet of paper.			

FAMILY INFORMATION			
Father's Name		Religious Affiliation	
Mother's Maiden Name		Religious Affiliation	
Parents' Marital Status (circle one)	Married	Living Together	Separated Divorced Father Deceased Mother Deceased

MARITAL STATUS					
(Circle one)	Single	Not quite single nor engaged	Engaged	Married	Year of Marriage or Engagement
Wife's / Fiancée's First Name		Middle Name(s)		Maiden Name	
Date/Place of her birth (dd/mmm/yyyy)		City/Province			

Complete the following if it is different than yours:	
Address	
Religious Affiliation	
Pastor & Home Congregation	

Is your spouse a Christian?		Is your spouse supportive of your attendance at Seminary?	
Her Occupation or Year in School		Her Parents	
Your Children's Names (include family name if different from yours) and Birthdates			
Have you been previously married?		Date of Marriage	Termination Date
Reason for termination of marriage (Circle one)	Death	Divorce	
Children by previous marriage? (include ages)			
Has your wife/fiancée been previously married?		Date of Marriage	Termination Date
Reason for termination of marriage (Circle one)	Death	Divorce	
Children by previous marriage? (include ages)			
<b>Note: If you or your spouse have ever been divorced, you will be sent a copy of the seminary's policy concerning divorced applicants and spouses</b>			

CHURCH MEMBERSHIP				
Home Congregation Name				
Address		City, Province		Postal Code
Pastor's Name		Name of Church Body (e.g.: Lutheran Church-Canada)		
Name of Church District				
Year Baptized		Year Confirmed		Number of Years a Member of a Lutheran Church
Previous Church Affiliation				



## **AUTOBIOGRAPHICAL INFORMATION**

**Please answer the following questions so that we may become better acquainted with you. Use a separate piece of paper/document titled "Autobiographical Information"**

### **Section A.**

1. What individuals, factors, and deliberations have prompted your desire to study for the Office of the Holy Ministry?
2. Which individual(s) has given you the most encouragement and support in your desire to prepare for the pastoral office?
3. What is your reason for applying to Concordia Lutheran Seminary in particular? How did you hear about the ministerial preparation program of Concordia Lutheran Seminary?

### **Section B**

1. What is your understanding of the Office of the Holy Ministry?
2. What characteristics, in your view, are the most important for a pastor to display in his life?

### **Section C**

1. What specific strengths do you possess as they relate to the Office of the Holy Ministry?
2. What spiritual, emotional, and academic characteristics or other personal factors would you most like to change or develop in yourself in order to improve your effectiveness as a future pastor?
3. Itemize and describe the church related experiences which you have had to date. Tell what your duties were and the dates when they were performed. What did these experiences teach you?
4. Itemize and describe any other volunteer work you have done, in the Church and in the wider community. What did these experiences teach you?
5. Do you have any personal or physical limitations or handicaps, learning disabilities, or other special needs that could require special consideration in the classroom, or when receiving an assignment to a field education position or a vicarage, or when being assigned a placement into the pastoral ministry at graduation?

### **Section D**

1. What are the five best books which you have read within the last three years?
2. Which magazines, journals, newspapers, or online publications do you read regularly?
3. What are your leisure time activities and hobbies?
4. What specialized or professional training have you undertaken?

### **Section E**

1. What does the Gospel mean to you?
2. How does the Holy Spirit work in your life?

### **Section F**

Note: The questions in this section are related to criminal activity, immoral behavior, reputation, and character. An answer of "yes" to any of these questions does not necessarily disqualify you from being considered for admission to CLS or the pastoral ministry.

There are several purposes for asking these questions. First, they challenge you to conduct a searching inventory of past and present activities in order that you may address them in a God pleasing way, likely with the help of your pastor, if you have not already. Second, they help identify to you and to the seminary any areas that still might be of concern, and for which we will seek to offer pastoral support. To that end, you may receive a call from seminary personnel to follow up on your responses. Although such a conversation might in some cases result in a decision not to admit you, the approach in every case will be pastoral, not legalistic. This information is kept confidential among the members of the CLS community who are responsible for admission and participation at the Seminary.

As you approach the questionnaire, it may help to keep in mind the Apostle Paul and how he dealt with sins of the past. To the Corinthians he wrote: I am the least of the apostles, unworthy to be called an apostle, because I persecuted the church of God. But by the grace of God I am what I am, and his grace toward me was not in vain. (1Co 15:9-10)

Answer each of the questions in this section. If you answer "Yes" to any of the questions, state on an accompanying sheet the details (e.g. dates, location, individual, organizations) that will clarify and explain your answer.

	Yes	No	N/A
1. Have you ever been accused (whether or not charged) by any person or entity of a crime or civil offence involving dishonesty, including, but not limited to: perjury, theft, fraud, plagiarism, or embezzlement?			
a. Did any charge or conviction result from such an accusation?			
b. Have you ever engaged in a dishonest act that possibly could be considered a crime or civil offence?			
2. Have you ever been accused (whether or not charged) by any person or entity of any crime or civil offence involving improper or dishonorable conduct, including, but not limited to: bribery, operating a vehicle while impaired by alcohol and/or drugs, child abuse or neglect, selling, purchasing or possessing an illegal substance, assault, domestic violence, or threat of bodily harm?			
a. Did any charge or conviction result from such an accusation?			
b. Have you ever engaged in improper or dishonorable conduct that possibly could be considered a crime or civil offence?			
3. Have you ever been accused (whether or not charged) by any person or entity of a sex crime or civil offence including, but not limited to: manufacture or distribution of pornography, child molestation, rape, statutory rape, attempted rape, prostitution, indecent exposure, sexual abuse, soliciting a prostitute, stalking or sexual harassment?			
a. Did any charge or conviction result from such an accusation?			
b. Have you ever engaged in a sexual act that possibly could be considered a crime or civil offence?			
4. Have you ever engaged in pre-marital or extra-marital sex?			
a. Did this affair result in a pregnancy?			
b. Have you ever been party to an abortion, with or without your consent?			
5. Are you (or have you been evaluated by a qualified professional as being) an active or latent homosexual, bisexual, transvestite, pedophile, exhibitionist, or voyeur?			
a. Have you ever engaged in a homosexual act?			
6. Do you use pornography or have a sexual addiction?			
a. Have you sought treatment?			
7. Are you an alcoholic?			
a. Have you achieved sobriety? (Describe the help you have received in becoming sober.)			
b. If so, how long?			
8. Have you used illegal drugs or abused legal drugs?			
a. Have you achieved sobriety? (Describe the help you have received in becoming sober.)			
b. If so, how long?			
9. Have you been accused, suspended, disqualified from a profession or organization, or had disciplinary proceedings initiated against you as a member of any profession or organization?			
10. Are you or have you been a party, as defendant or plaintiff, to any legal action, either civil or criminal?			
a. Are any provisions of a court order or judgment currently in force as a result of any legal action, civil or criminal?			
11. Have you been arrested for, charged with, or convicted of an indictable offence?			
12. Have you been dismissed or asked to resign from any employment position you have held?			
13. Are you aware of anything else in your personal background that you believe may call into question your fitness for the pastoral ministry?			

**REFERENCES**

Provide the names and contact information of five unrelated adults who have known you well for a period of time.  
**Provide a copy of the Reference Letter Request Form at the end of the Application form to each of your referees.**  
 In some cases the Seminary may request additional referees if the Admissions Committee determines that more information is needed.  
 All material received from referees will be kept in confidence.

<b>Pastor</b>	
<b>Contact Info</b>	
<b>University Official or Instructor</b>	
<b>Contact Info</b>	
<b>Recent Instructor</b>	
<b>Contact Info</b>	
<b>Recent Employer</b>	
<b>Contact Info</b>	
<b>Other Referee</b>	
<b>Contact Info</b>	

**APPLICANT DECLARATION**

**Read the Applicant Declaration before signing the *Application Form*. Your signature must be original and in ink.**

I certify that all the information submitted in this application is true to the best of my knowledge, that statements made in connection with this application are true and complete in all respects and that no information has been withheld.

I agree to comply with the standards and regulations as outlined in the current Academic Calendar and the Student Handbook (available on website). Completion of this application gives express permission to Concordia Lutheran Seminary to request from other institutions my academic transcripts in addition to those already submitted, and to request from my references (as indicated on this application) information relevant to the Master of Divinity program and certification in Lutheran Church-Canada.

I acknowledge that the information contained herein is required to determine my eligibility for admission and to assist in the administration of the academic programs, the evaluation of my progress and suitability for the office of public ministry in Lutheran Church – Canada, and for the provision of student services and financial aid at Concordia Lutheran Seminary.

I hereby voluntarily waive any right or privilege to inspect or challenge the content and comment expressed in references given as part of this application procedure. I understand that the observations made shall remain confidential and the property of Concordia Lutheran Seminary.

Signature		Date signed (dd/mmm/yyyy)	
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The personal information on, or in conjunction with, this form is collected in accordance with the provisions of the Personal Information Protection Act and will be used and disclosed only in accordance with the provisions of that Act. Information about the use and disclosure of this information may be obtained from the Privacy Policy or contacting the Privacy Officer at Concordia Lutheran Seminary, 780-474-1468, 7040 Ada Blvd. Edmonton, AB T5B 4E3.



## REFERENCE Letter Request Form

TO THE APPLICANT	
Please complete this section then submit this form to each of your referees along with a stamped envelope addressed to: Concordia Lutheran Seminary 7040 Ada Blvd. Edmonton, AB T5B 4E3	
Name:	
Address:	
Telephone:	
Email:	
I waive future rights to review this form once submitted to Concordia Lutheran Seminary and agree to respect the confidentiality of the remarks made by the referee.	
<b>Signature of Applicant</b>	<b>Date:</b>



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TO THE REFEREE	
Name:	
Address:	
Telephone:	
Email:	
Your Institution /Organization Name:	

The applicant named above has applied for admission to the Master of Divinity degree program at Concordia Lutheran Seminary. The admission process for this program is intensive, and your reference is an integral component. The Admissions Committee is looking for letters of recommendation that include responses to the following questions. (Use this sheet as a guide while you compose your letter; be sure to include the applicant's name as well as your own)

- What is your relationship to the applicant?
- How long have you known the applicant?
- How well do you know the applicant?
- Is the applicant a member of your church? If so, for how long?
- Give your impression of the applicant's qualifications and temperament for ministry, considering such areas as theological foundation, communication/listening skills, leadership ability, interpersonal skills, intellectual ability, church/community involvement. Please be specific.
- Do you have any reservations about this person's ability to do graduate level work or to eventually function as an effective pastor? Please comment.
- Does the applicant have a servant's heart? Give examples.

▪ continued...

- St. Paul, inspired by the Holy Spirit, wrote in Titus 1:6-9: *"An elder must be blameless, the husband of one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to much wine, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, one who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it."* (NIV)
- In light of the above scriptural imperatives, are you aware of any personality traits, behavior, or circumstances that would disqualify the applicant from this high office? Please comment.
- Do you see the applicant having any ongoing tendencies that may reduce their effectiveness or that are a concern to you?
- Please relate any other facts about the person and character of the applicant that you believe the Admissions Committee should know.

How would you rate the applicant's suitability for the Office of the Holy Ministry? (circle one):

Exceptional

Very Good

Good

Fair

Poor

What is your recommendation for admission to Concordia Lutheran Seminary? (circle one):

Recommend with Enthusiasm

Recommend

Recommend with Reservation

Do not Recommend.

**Please sign and date your letter, complete the Personal Characteristics Form on the following page, and attach both to this sheet and mail it to the address at the bottom of this page.**

All responses will be kept confidential. Only the members of the Admissions Committee will have access to the information that you submit.

Send this completed form to:

Director of Admissions  
 Concordia Lutheran Seminary  
 7040 Ada Blvd  
 Edmonton, AB, T5B 4E3

## REFERENCE Letter Personal Characteristics Form

While your Reference Letter is Confidential and will not be shared with the Applicant, your responses on the chart below *will* be aggregated (combined with other Referees' responses) and shared with the Applicant (*if* they are admitted and enrolled) when they meet with the Director of Student Life to begin work on their Personal Growth Plan.

Applicant's Name:

Referee's Name:

Rate the following characteristics according to this scale:

- 1 - No opportunity to observe; don't know
- 2 - Shows a problem in this regard
- 3 - Needs encouragement in this respect
- 4 - Moderately reflects this trait
- 5 - Strongly reflects this trait

In Relation to Self	1	2	3	4	5
1. Responsible and dependable about taking on tasks and completing them.					
2. Conscientious in keeping commitments, whether related to schedules, promises or inner convictions.					
3. Humble in accepting responsibility for mistakes in judgment or behaviour, actively making amends and learning from these mistakes.					
4. Flexible about exploring new situations, coping with the unexpected and modifying plans to meet new situations.					
5. Secure within oneself so there is no need always to be in control of situations.					
6. Secure about one's performance so there is no need to be guarded and self-protective.					
7. Self-controlled in reaction to others, able to accept and deal with raw emotion.					
8. Self-disciplined and organized in work, play, eating, and sleeping.					
9. Relaxed and forgiving about life so that one can function with a sense of humour and not expect perfection in self.					
10. Conscientious about working toward self-improvement and development of skills.					
In Respect to Others	1	2	3	4	5
1. Respectful about the feelings and dignity of others, sensitive to their life-styles and choices, and patient in dealing with them.					
2. Forgiving of past negative experiences with persons and able to make fresh beginnings.					
3. Attentive to people with problems, listening to them, and helping them explore and evaluate their alternatives, make their own decisions, and act on those decisions.					

4. Accepting, affirming, and reassuring people who have feelings of failure and who doubt their own worth or value.					
5. Sensitive to the needs and desires of spouse, family, and others, and able to put them ahead of one's own.					
6. Responsive and caring of people of all ages and able to communicate this through appropriate conversation and body language.					
7. Sensitive to the importance of confidentiality in dealing with others.					
8. Receptive to constructive criticism without becoming defensive or hurt.					
9. Conscious of differing gifts in others and able to celebrate their achievements.					
In Respect to the Christian Community	1	2	3	4	5
1. Confident to assume leadership which is patient and accepting of the views of others, and intent on building community and avoiding party factions.					
2. Open to a leadership process which takes into account the perspectives of others and shares decision-making.					
3. Respectful of the responsibilities borne by those who serve in positions of leadership as well as those over whom one has authority.					
4. Sensitive to the importance of proper etiquette and to the effect which dress, grooming, and personal appearance can have on effective ministry.					
5. Considerate of the time and priorities of others.					
In Respect to God	1	2	3	4	5
1. Shows love for the Scriptures, the Sacraments, worship, and prayer.					
2. Confident of the Lord's leading in life and trusting in His continued care and keeping.					
3. Cognizant of God's rule in the daily affairs of life and able to speak of it.					
4. Committed to a Christian lifestyle which will be "an example in speech and conduct, in love, in faith, in purity" (1 Timothy 4:12).					
5. Humility to be a servant for Jesus' sake.					
6. Aware of the need to spend time in personal devotions and prayer.					