

Application Requirements (fill out all in English)

All applicants to the D.Min. in Transformational Leadership program need to complete the following:

1. Application Form – fully completed & signed with one 5 cm x 5 cm (2x2 in.) recent, color picture attached to it.
2. Application Fee – this is non-refundable (US\$35 from developing countries; \$50 from developed countries)
3. Reference Forms – Four (4) forms prepared and signed by the applicant, then given out to referees who fill out then: a) scan & email directly to the IGSL Admissions; then b) then surface mailed to IGSL.
4. Transcripts of Record – from all previous schools beyond high school requested to be sent directly to the IGSL Admissions Office. (If time is running short, we will temporarily accept the student copy of your transcript.)
5. Biographical Information Essay – typed or legibly written in good English. Write the first page on your ministry letterhead. See further instructions on the form.
6. Doctrine Survey – filled out. See instructions.
7. Statement of Faith – signed IGSL Statement of Faith
8. English proficiency verification – Either:
 - a. TOEFL score of 550 or higher for paper version (213 or higher for computer, 79-80 for internet version), OR
 - b. IELTS overall band score of 6.5 or higher, with a minimum each band 6.0 OR . . .
 - c. IGSL English Proficiency Test (EPT) - overall score of 85 or higher (80 or higher for each section) administered by IGSL or a representative. OR . . .
 - d. English Proficiency Verification furnished by the educational institution where the applicant completed his/her previous master's degree(s). See the downloadable form.
9. Medical Form – Completed by your medical doctor, *ONLY IF* you live outside of Manila.
10. Campus Crusade for Christ Staff (CCC) Agreement – *ONLY IF* you are current CCC Staff, then this form must be signed by the national and area team leaders.
11. Photocopy of the Alien Certificate of Registration (ACR) – *ONLY IF* you are an expat residing in the Philippines.

After all application materials are received, the D.Min. Admissions Committee will convene for the final decision.

References

Your four references should be people who know you well and can give honest, balanced feedback to us.

(Do not use any relatives as references.) You need to include among your references the following, with at least two (2) from outside your ministry or ministry board.

- a) A ministry leader who has a position over you (preferably a board member or denominational official; may be your pastor if he is your director),
- b) Two ministry peers at a similar level of responsibility, and
- c) A business/professional leader.

<i>Which two will be from outside your ministry or ministry board?</i>
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Obtain their permission. Then on the basic "Application for Admission" form (pg 3) give their names & contact information so we may know from whom to expect the forms. Also choose whether or not to waive your rights to examine the filled-in reference forms. (*Note: Waiving your right usually helps them be more open & helps us.*) Check the appropriate box on your "Application for Admission" form. You will note the same decision for/against waiver on each "Reference Form."

After downloading the Reference Form, make four (4) copies to give to your referees. Print your name at the top of the form, check one of the two authorization/waiver options (consistent with the decision on your "Application for Admission" form), sign, and date it before giving the form to your referee (reference person). Also give them a stamped envelope addressed to the Office of Admissions, IGSL (see address below). Once filled out, your references should scan the form, attach the digital copy to an email, and send it to IGSL Admissions (Admissions@igsl.asia). Once the email is acknowledged, your referees should send their hard copy forms by mail directly to IGSL. Do not handle them yourself.

Transcripts

Official transcripts from your college and masteral work must be sent directly from the previous schools themselves to the IGSL Admissions Office. Please request these as soon as possible. Often it is the arrival of a transcript that delays admission decisions. You will not be fully admitted to the program until we have original transcripts from your bachelor and masteral degree schools. However, in order to help speed along your application process, please scan the student copy of your transcripts, attach the digital copy to an email, and send to Steve.Hobson.IGSL@gmail.com.

Summary:

- **Notify Steve Hobson** – by email (Steve.Hobson.IGSL@gmail.com) confirm you are in the process of applying
- **Use English** – You must complete these forms and all accompanying documents in good English.
- **Deadline** – There is no set application deadline for the program. But before you can be fully considered for admission to the program, all the forms, documents and original transcripts must be received by the Admissions Office of the International Graduate School of Leadership. In order to be admitted in time for an upcoming class, you may need to hurry the process along. In that case, send all materials directly to Steve Hobson.
- **Application Materials** – *First priority* is giving out your Reference Forms and requesting your Transcripts from past schools. *Second priority*, is to do the rest of the paperwork *in the following order*: (Send in each form as it is completed)

1. “Application for Admission” form completed with a 5x5 cm. (2x2 in.) recent, colored photo attached. Include and a non-refundable Application Fee of US\$ 35.00 (or \$50.00). *Complete & send this form first.*
2. “Biographical Information Essay” written. Write the first page on your ministry letterhead. See form.
3. “Doctrinal Survey” completed and “Statement of Faith” signed
4. “Sponsorship Commitment Form” completed by your sponsor(s).
5. “Medical Form” completed by your medical doctor ONLY IF you live outside of Manila.
6. Proof of English proficiency – either a TOEFL score of 550 paper (213 computer, 79-80 internet) or more;

If English is not your first language

 OR the IELTS overall band 6.5 or more with minimum each band 6.0;
OR an IGSL English Proficiency Test (EPT) score of 85 or more.

To arrange to take the IGSL English Proficiency Test (EPT) contact the Admissions Office by email Admissions@igsl.asia or by phone (632) 454-4546 to 49; or (632) 984-1210

OR provide “English Proficiency Verification” form filled out by the educational institution where you completed your previous masteral degree(s). See the downloadable form.

7. IF you are CCC staff: see the CCC Staff Agreement Form.
IF you are an expat living in the Philippines: provide a photocopy of your ACR card (I-card).
8. Send all materials to:

ADMISSIONS OFFICE - DMin in Transformational Leadership
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
QCCPO Box 1495
Quezon City, MM 1100 PHILIPPINES

- **If you are rushing to send in Application Forms** - speed the forms to us the quickest way possible. Let us know by email how they are coming. The *fastest options are listed first, the slowest are listed last*:

1. **Scan** the completed forms, then attach digital files to an **email**. Have your schools and references do the same. Send to "DMin Leadership" Steve.Hobson.IGSL@gmail.com, copy to Helen Ramos HRamos@igsl.asia
2. OR **Fax** forms, transcripts, and references to us: 632-984-1954
3. OR use a **courier service** to send forms, transcripts, references to:

ADMISSIONS OFFICE - DMin in Transformational Leadership
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
12 Daisy Road, Sauyo,
Novaliches, Quezon City, MM 1116 PHILIPPINES
Phone: 632-984-1210 or 632-984-1217

4. OR use **postal mail** to send forms, transcripts & references to:

Admissions Office - DMin in Transformational Leadership
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
QCCPO Box 1495
Quezon City, MM 1100 PHILIPPINES

Options for Sending Application Fee

1. Make check payable to "IGSL"
2. Paying online or by bank transfer (email and ask Steve Hobson for information)