

## APPLICATION PROCEDURES

### THE LOYOLA INSTITUTE FOR MINISTRY

The Loyola Institute for Ministry offers graduate and certificate programs via three delivery systems. Students may a) join intentional learning groups at local sites and study by extension in partnership with sponsoring dioceses and other sponsoring agencies, (b) take courses primarily on the Loyola University New Orleans campus, or (c) pursue all studies in the online program.

The Loyola Institute for Ministry (LIM) programs lead to a Master of Pastoral Studies (MPS) or a Master of Religious Education (MRE). The course of study is also available on a continuing education basis to those who show evidence of ability for graduate-level work and may lead to a Continuing Education Certificate of Pastoral Studies or Religious Education. In addition, there are several options available for earning basic and advanced certificates. Persons interested in Loyola Institute for Ministry programs must first be admitted to Loyola University New Orleans either as a graduate or a certificate student. The application for admission should be submitted at least two months prior to the first course registration date.

Admission to Loyola Institute for Ministry programs represents a selection based on the personal and academic record of the applicant. The Institute's Admission Committee examines the applicant's records for evidence of potential for success in its programs and reviews application materials without reference to race, age, disability, national origin, religion, sex/gender, or sexual orientation.

### ACADEMIC REQUIREMENTS FOR GRADUATE ADMISSION

As evidence of the applicant's preparation for graduate study, the following materials are required:

- a. Official transcripts attesting to a bachelor's degree from an accredited college or university with a 2.5 minimum grade point average based on a 4-point scale or the equivalent by international standards and transcripts for subsequent academic work;
- b. A three-page statement of educational purpose;
- c. Two recommendations from professionals in work, ministry, and/or in education (supervisor or colleague, pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry and readiness for graduate work;
- d. A résumé of work experience including professional and/or voluntary service or ministerial responsibilities;
- e. An application processing fee of \$20. LIM extension students in countries other than the U.S. will pay their sponsoring agency liaison the set fee in their own currency. This fee is waived for students applying online.

### ACADEMIC REQUIREMENTS FOR CONTINUING EDUCATION ADMISSION

Continuing education students who participate fully in each of the program courses and who complete the study requirements relating to their specific ministry focus area will receive a Loyola Continuing

Education Certificate in either religious education or pastoral studies, depending on their ministry focus. The certificate, while not recognized as a degree, attests to the rigorous work done by students engaged in the program.

Those who are applying to the Institute for admission under the continuing education status will send in all admission items listed above, except for item (a) transcripts.

### PROVISIONAL ADMISSION STATUS

An applicant whose official transcript for the undergraduate degree has been received by Loyola and who has submitted a completed application form, the statement of educational purpose, and a résumé may be admitted under a provisional status for one course in the LIM extension program or for one semester in the LIM on-campus or online program.

The coursework undertaken in provisional status will become part of the student's permanent record and will count towards the degree or certificate if a student is fully admitted. To enroll in subsequent courses after registration for the first course or semester, provisional students must have submitted all credentials required for admission and have received a letter of admission from the LIM enrollment office.

### APPLICATION PROCESS

Applicants will receive periodic correspondence via email from the LIM admissions office confirming the receipt of the application and notifying the applicant of materials that have not been received. It is the applicant's responsibility to ensure that these unreceived materials are forwarded to the LIM admissions office. Applicants are encouraged to read through the emails from the office completely, paying particular attention to any notes regarding the requirements for writing the statement of educational purpose.

Upon receipt of all the required admission materials, the LIM Admission Committee will carefully review the complete application file and will decide the appropriate admissions action. The applicant will receive written notification of the decision shortly thereafter.

### APPLICATION PROCEDURES FOR LIM EXTENSION APPLICANTS RESIDING OUTSIDE OF THE U.S.

Each LIM extension sponsoring diocese or agency in countries other than the U.S. has an additional liaison function of facilitating the admissions process for applicants. The sponsoring agency liaison collects all admissions materials and fees in local currency from applicants and forwards the completed admission packets and fees in U.S. dollars.

International applicants should check with their LIM extension liaison for the local address to which they should send all application materials. The liaison also assists applicants with questions regarding how to complete the admissions packet.

**For Additional Information, Please Contact:**  
Diane Blair [dblair@loyno.edu](mailto:dblair@loyno.edu) / (504) 865-3399

**Mail or Email All Materials To:**  
Loyola University New Orleans  
Graduate Admissions  
6363 St. Charles Ave.  
Campus Box 18  
New Orleans, LA 70118  
[admit@loyno.edu](mailto:admit@loyno.edu)

## INSTRUCTIONS TO APPLICANT

A completed application for admission includes the following items:

1. **Application Form.** The application form is designed to provide information about the applicant's educational background and experience. It is important that all of the questions be answered. The completed application form puts the applicant on the LIM mailing list and initiates ongoing communication from the university. It is very important that the applicant submit this form even if the following application materials take longer to be sent. All students in the U.S. should send the completed application materials to: Loyola University New Orleans, Graduate Admissions, 6363 St. Charles Ave., Campus Box 18, New Orleans, LA 70118 or [admit@loyno.edu](mailto:admit@loyno.edu). Students applying for LIM extension in countries other than the U.S. should send all application materials to the local LIM extension liaison office. Applications may also be completed online at [lim.loyno.edu/admissions](http://lim.loyno.edu/admissions).
2. **Application Fee.** Each application must be accompanied by a \$20 non-refundable check or money order made payable to Loyola University. Students applying for the LIM extension program in countries other than the U.S. will pay the set fee in their own currency to their local LIM extension liaison. This fee is waived for applicants who apply online.
3. **Statement of Educational Purpose.** Each applicant must submit a three-page, double-spaced, typed essay stating his or her purpose for applying to the Institute for Ministry. This essay is an important part of the admissions process and should be as clear and specific as possible. This essay will help the Admissions Committee determine the applicant's ability to articulate in writing on the graduate level. A full explanation of the requirements for this statement appears at the end of this material.
4. **Résumé.** Each applicant should submit a brief résumé of work experience including professional and/or voluntary service or ministerial responsibilities. Since most course assignments require the students to reflect on their learnings as they relate to their own experience in ministry, it is necessary for the applicant to have active experience in ministry.
5. **Transcripts.** For U.S. students, official transcripts must be sent directly from the registrar of each college or university attended (including academic work done after the bachelor's degree) to the Loyola Graduate Admissions (see address in #1 above). Photostatic copies of transcripts are not acceptable. Transcripts marked "issued to student" are also not acceptable. (Transcripts must have the university seal on them and must be sent directly from the university registrar's office to Loyola Graduate Admissions; see address in #1 above.) For graduate students at international sites, official transcripts must be sent directly from the college or university to the local LIM extension liaison office.
6. **Recommendation Forms.** Each applicant is required to have two recommendations from professionals in work, ministry, and/or in education (supervisor or colleague, pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry and ability to engage in a graduate-level ministry formation program. The recommendations may be done on the forms enclosed in this packet or printed from the recommender's computer and attached to the form and mailed or emailed directly to Loyola Graduate Admissions (see address in #1 above) or local international LIM extension liaison.
7. **Letter to U.S. Diocese or Sponsoring Agency (LIM Extension Program only).** Each applicant is to mail this letter to the diocese or sponsoring agency where he or she is planning to enter a learning group at the same time he or she sends the application form and fee. This letter which is sent to the U.S. local sponsoring agency will put the applicant on the local mailing list and keep the applicant informed of local plans. International students and LIM on-campus and online students are not required to submit this form.
8. **You will be informed if additional materials are required.** A final admission decision will be sent to the applicant after all application materials have been received and the committee has reached its decision.

## APPLICATION CHECKLIST

This checklist is provided for your convenience and use in completing your application to the Loyola Institute for Ministry. In order to enroll, all materials should be received one month prior to the beginning of the course/semester of preferred enrollment.

- Completed application form with non-refundable \$20 fee in the United States. International LIM extension students check with your local liaison for the exact fee in your currency. This fee is waived if the application is completed online.
- Three-page statement of educational purpose. (See the end of this material for a full explanation.)
- Résumé of work experience including professional/voluntary service or ministerial responsibilities.
- Transcript request(s) submitted to undergraduate institution and for any subsequent academic work. (Required for all seeking graduate credit.)
- Two recommendation forms sent to professionals in ministry and/or in education.
- Letter to U.S. diocese or sponsoring agency mailed directly to the local administrative liaison. (U.S. LIM extension applicants only.)

Always keep a copy of materials you have submitted.

# APPLICATION FOR ADMISSION



Please print or type.

1. Name: \_\_\_\_\_  
Last (Title) First Middle (other name under which information may arrive)

2. Address: \_\_\_\_\_  
Number/Street Town/City/State Zip/Postal Code

Country \_\_\_\_\_

3. Home Telephone: (\_\_\_\_) \_\_\_\_\_ 4. Email Address: \_\_\_\_\_

5. Cell Number: (\_\_\_\_) \_\_\_\_\_ 6. Work Telephone: (\_\_\_\_) \_\_\_\_\_

7. U.S. and Canada Social Security Number: (Student I.D. no. will be assigned by Loyola for international students.)

8. You are applying for admission to:  LIM On Campus  LIM Online  LIM Extension (LIM Flex)

9. Program of study you intend to pursue:  Master of Pastoral Studies  Certificate in Pastoral Studies  
 Master of Religious Education  Certificate in Religious Education  
 Graduate Certificate in Theology and Ministry  Continuing Education Certificate in Theology and Ministry  
 Post-Master's Certificate  Advanced Continuing Education Certificate  
 Graduate Non-degree

On-Campus Only  Dual Master of Pastoral Studies / Master of Business Administration

Dual Master of Pastoral Studies / Master of Criminal Justice

Dual Master of Pastoral Studies / Master of Science in Counseling

10. Applying for term beginning in the year: \_\_\_\_\_  Fall  Spring  Summer (online and LIM extension only)

11. If applying for LIM extension:

a. Location of the learning group you wish to join: \_\_\_\_\_

b. Diocese or other sponsoring agency: \_\_\_\_\_

c. Liaison: \_\_\_\_\_

12. List the college or university that awarded your undergraduate degree. Then list any subsequent college or university work. Arrange for each institution attended to send official transcripts to Loyola Graduate Admissions (Loyola University New Orleans, Graduate Admissions, 6363 St. Charles Ave., Campus Box 18, New Orleans, LA 70118). Please complete all columns; all information is necessary to enter your academic record into the Loyola computer system.

College/University Name and Location	Mo./Year – Mo./Year	Degree	Date Received

13. Country of Citizenship \_\_\_\_\_

14. If not a U.S. citizen and planning to study in the United States:

a. Are you a permanent resident of the United States?  Yes  No

b. If not a permanent resident, will you require a visa to enter the United States?  Yes  No  
(If you need an I-20 for an F-1 student visa/status, you will need to submit an affidavit of support.)

c. Type of visa required or Permanent Resident Card Number: \_\_\_\_\_

d. What is your native tongue if other than English? \_\_\_\_\_

e. What is your country of birth? \_\_\_\_\_

15. The following information is voluntary and will be used in a nondiscriminatory manner, consistent with university policy and applicable civil rights laws. Thank you for providing this optional data for statistical purposes.

a. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      b. Gender: \_\_\_\_\_  
                  month    day    year

c. Place of Birth: \_\_\_\_\_

d. Specific Religious Denomination Preference \_\_\_\_\_

e. Religious Order: \_\_\_\_\_

f. Ethnic Background:     Asian/Pacific Islander                       Hispanic/Latin American  
                                   Black/African (non-Hispanic)                       Native American / Alaskan Native  
                                   Caucasian / White                                       Other: \_\_\_\_\_

g. Previous Academic Level:     High School                       Bachelor's Degree     Master's Degree     Doctorate

h. How did you learn about Loyola Institute for Ministry? \_\_\_\_\_  
\_\_\_\_\_

16. Please mark your initial interest in one of the following areas:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Religious Education              | <input type="checkbox"/> Christian Spirituality for Ministry | <input type="checkbox"/> Youth Ministry  |
| <input type="checkbox"/> Pastoral Life and Administration | <input type="checkbox"/> Digital Culture and Ministry        | <input type="checkbox"/> Religion and Ecology  |
| <input type="checkbox"/> Marketplace Ministry             | <input type="checkbox"/> Individualized Program              | <input type="checkbox"/> Pastoral Care and Counseling (extension and on-campus only) |

17. PLEASE SIGN AND DATE THE APPLICATION.

I certify that the information on this application is accurate and complete. I acknowledge that any omission or inaccurate information could jeopardize my standing with Loyola University New Orleans.

\_\_\_\_\_  
Signature of Applicant                                      Date

## LETTER TO U.S. DIOCESE OR SPONSORING AGENCY

TO THE EXTENSION APPLICANT: Please fill out this form and mail it to your local sponsoring diocesan or agency's liaison on the same date you mail your application to Loyola in New Orleans. DO NOT MAIL THIS FORM TO LOYOLA.

Name \_\_\_\_\_  
*Last (Title) First Middle*

Address: \_\_\_\_\_  
*Number/Street Town/City/State Zip/Postal Code*

Home /Cell Telephone: (\_\_\_\_) \_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_

This is to inform you that I have submitted my application form to Loyola Institute for  
Ministry Extension program on \_\_\_\_\_.  
(date).

I have applied for the following:

Master's Program in  Religious Education  Pastoral Studies

Certificate Program in  Religious Education  Pastoral Studies

Certificate in Theology and Ministry  graduate  continuing education

Post-Master's Certificate

Advanced Continuing Education Certificate

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## RECOMMENDATION FORM

### TO THE APPLICANT:

Please fill out the top section of this form, then forward it to the individual making your recommendation. If you are applicant to an international extension site, print or type the address of your local liaison at the end of the second page of this Recommendation Form, where it gives the recommender instructions on how to submit the form, then forward to the individual making your recommendation.

Name: \_\_\_\_\_  
Last First Middle

Credential sought:  Master of Pastoral Studies  Certificate in Pastoral Studies  Non-degree  Advanced Certificate

Master of Religious Education  Certificate in Religious Education  Post-Master's Certificate

Graduate Certificate in Theology and Ministry  Continuing Education Certificate in Theology and Ministry

Program:  Online  On-Campus  Extension

### OPTIONAL WAIVER OF RIGHTS:

I hereby waive my right to have access to this evaluation form when completed and understand that this confidential recommendation is to be used only in consideration of my application to the Loyola Institute for Ministry.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Mailed to Recommender by Applicant

### TO THE RECOMMENDER:

Each applicant to the Loyola Institute for Ministry is required to have two recommendations from professionals in work, ministry, and/or in education (supervisor or colleague, pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry or interest in faith and its implications for the Church and world today as well as the applicant's ability to engage in graduate-level ministry education. The person whose name appears above is applying to the Loyola Institute for Ministry (description below) and has requested that your recommendation be included as part of the information on which the Admission Committee will base its decision. Your candid response to the questions on the back of this form will provide important input in our admissions process. After reading the description of our program, please complete the form as soon as possible and mail it to the address indicated on this form. You are welcome to print all responses from a computer and attach them to this form, if you prefer. Additional statements and information concerning the applicant's suitability for participation in this program may also be attached to this form. Thank you in advance for your assistance in this process.

#### DESCRIPTION OF THE LIM EXTENSION PROGRAM

The Extension Program of the Loyola Institute for Ministry is a professionally-oriented program of graduate-level education (or certificate credit), which seeks to increase the competencies of practitioners in the areas of religious education and pastoral ministry. Originating as a response to Vatican II's universal call to ministry, the changing demographic patterns in the Church, and the expressed educational needs of dioceses with little or no access to residential programs, the Institute offers a master's degree in either religious education or pastoral studies in cooperation with dioceses and other sponsoring agencies. The program focuses on contextual learning for those already involved in ministry.

The program addresses adult practitioners within the actual context of their ministries with the goal of enabling them to integrate their knowledge and skills through an increased awareness and analysis of their ministry contexts. These contexts include the sociocultural context where their ministry it is situated, the institutional context of their ministry site, the Judeo-Christian tradition, and their own personal background. The program seeks to broaden students' knowledge in these areas and to encourage the practice of appropriate skills.

The educational process is carried out in learning groups led by a facilitator who is trained, certified, and supervised by Loyola. Three-hour weekly sessions for each course are carefully designed by Loyola faculty and include discussions of required readings, media content, and other learning activities. In each course, students practice a theological reflection process that enables them to correlate their ministry and life experiences with course content.

Students take responsibility for their own learning and must be highly motivated in order to do graduate-level work and engage in deep reflection about themselves and their ministry contexts.

#### DESCRIPTION OF THE ON-CAMPUS AND ONLINE PROGRAMS

The educational process in the LIM on-campus and online programs combines faculty lectures and interaction with group discussion and critical reflection upon course content and personal experience, especially as related to each student's ministerial practice. LIM's faculty are joined by a host of distinguished visiting professors to offer courses in the fall, spring, and summer semesters. The students, faculty, and staff of the Loyola Institute for Ministry form a learning community gathered to enhance the quality of pastoral ministry in the Church. The Institute seeks an integration of knowledge of the Christian Tradition, a sensitivity to the dynamics of the Church's institutional life, a critical awareness of and appreciation for the times and cultures within which one works, and an awareness of one's self, abilities, and limitations. The masters' degrees and certificate programs address themselves to such integration.

The master's programs are designed for ministers from among the laity, members of religious orders, deacons, and clergy who seek to enhance the quality of their pastoral or educational ministry through systematic continuing education or who are preparing for such work. Each phase of the program focuses on the development of ministers who are critically evaluative of themselves, their vision, and their efforts and involves them in learning through lectures, reading, personal reflection, group discussions, and assigned papers and projects.

The on-campus and online programs assume that learners are able to take responsibility for their own learning and thereby become more intentional in their practice of ministry. Students are expected to be able to reflect critically on various contexts of their ministry and to engage in creative and thoughtful discussions based on their own experience as well as their research.

## RECOMMENDATION FORM

1. How long have you known the applicant and in what ministerial or educational capacity?
2. In your opinion, how thoroughly do you think the applicant has thought out plans for participation in this program?
3. To the best of your knowledge, does this person reflect a spirit of growth, openness, and willingness to dialogue on issues of faith and church life?
4. Please give your personal evaluative assessment of the potential of this student to participate in an educational program of ministry at the graduate level. Discuss candidly any reservations you may have about the applicant's suitability for this kind of educational program and provide whatever pertinent information you think may be helpful to the Admissions Committee.
5. Do you recommend this applicant to the Loyola Institute for Ministry?

Highly Recommend

Recommend

Recommend with reservation

Do Not Recommend

_____ Name of Recommender	_____ Position/Title
_____ Institution	_____ Street Address
_____ City/State/Zip	_____ Phone
_____ Signature of Recommender	_____ Date

MAIL TO: Loyola University New Orleans  
Graduate Admissions  
Campus Box 18  
6363 St. Charles Avenue  
New Orleans, LA 70118

OR TO INTERNATIONAL EXTENSION SITE:

EMAIL TO: [admit@loyno.edu](mailto:admit@loyno.edu)



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Name: \_\_\_\_\_  
Last First Middle

Credential sought:  Master of Pastoral Studies  Certificate in Pastoral Studies  Non-degree  Advanced Certificate

Master of Religious Education  Certificate in Religious Education  Post-Master's Certificate

Graduate Certificate in Theology and Ministry  Continuing Education Certificate in Theology and Ministry

Program:  Online  On-Campus  Extension

## OPTIONAL WAIVER OF RIGHTS:

I hereby waive my right to have access to this evaluation form when completed and understand that this confidential recommendation is to be used only in consideration of my application to the Loyola Institute for Ministry.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
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The on-campus and online programs assume that learners are able to take responsibility for their own learning and thereby become more intentional in their practice of ministry. Students are expected to be able to reflect critically on various contexts of their ministry and to engage in creative and thoughtful discussions based on their own experience as well as their research.

## RECOMMENDATION FORM

1. How long have you known the applicant and in what ministerial or educational capacity?
2. In your opinion, how thoroughly do you think the applicant has thought out plans for participation in this program?
3. To the best of your knowledge, does this person reflect a spirit of growth, openness, and willingness to dialogue on issues of faith and church life?
4. Please give your personal evaluative assessment of the potential of this student to participate in an educational program of ministry at the graduate level. Discuss candidly any reservations you may have about the applicant's suitability for this kind of educational program and provide whatever pertinent information you think may be helpful to the Admissions Committee.
5. Do you recommend this applicant to the Loyola Institute for Ministry?

Highly Recommend

Recommend

Recommend with reservation

Do Not Recommend

_____ Name of Recommender	_____ Position/Title
_____ Institution	_____ Street Address
_____ City/State/Zip	_____ Phone
_____ Signature of Recommender	_____ Date

MAIL TO: Loyola University New Orleans  
Graduate Admissions  
Campus Box 18  
6363 St. Charles Avenue  
New Orleans, LA 70118

OR TO INTERNATIONAL EXTENSION SITE:

EMAIL TO: [admit@loyno.edu](mailto:admit@loyno.edu)

## STATEMENT OF EDUCATIONAL PURPOSE

### General Instructions

Your statement of educational purpose will enable the Admission Committee to understand your reasons for applying to Loyola Institute for Ministry and your ability to benefit from our programs. This statement should be a three-page, double-spaced, word-processed essay that reflects your present understanding of how LIM can help you grow in a current or future ministry or, for those who do not now consider themselves to be in ministry, help you explore faith and its implications for the Church and world today.

Please state as clearly as possible your reasons for seeking a master's degree or a continuing education certificate or for entering as a graduate non-degree-seeking student. You may also include any additional information about yourself that you believe would assist the Admission Committee in evaluating your work, academic, and ministerial background, as well as information that will aid the committee in assessing your ability to engage in this graduate-level ministry education program.

Please see the additional instructions below for the program to which you are applying.

### Online Program Applicant Additional Instructions

Because you are applying to study in an online program, please also include in your statement a brief overview of your experience with online interaction. It is *essential* that you elaborate on your ability and willingness to engage fully in the online group learning process used in the program; your application cannot be considered without it. Please take the self assessment for online learning readiness available at the bottom of [www.lim.loyno.edu/online](http://www.lim.loyno.edu/online) before writing your statement. On the first page of your statement, include a heading with your name, the date, and the title "Statement of Educational Purpose, LIM Online." Upload the statement to your application or, if submitting the application in hard copy, print on separate paper.

### On-Campus Program Applicant Additional Instructions

On the first page of your statement, include a heading with your name, the date, and the title, "Statement of Educational Purpose, LIM On-Campus." Upload the statement to your application or, if submitting the application in hard copy, print on separate paper.

### Extension Program Applicant Additional Instructions

The program involves graduate-level study and comprehension of reading materials. It centers around a group educational process requiring independent initiative as well as the ability to reflect and share one's personal experience as it relates to ministry. Please state as clearly as possible your reasons for seeking a master's degree or continuing education certificate. It is *essential* that you elaborate on your ability and willingness to engage fully in the group learning process used in the program as it was explained to you at the information meeting in your area. If you have any questions about your commitment to the learning group process or the overall program, please discuss them with your liaison or facilitator before writing this statement. On the first page of your statement, include a heading with your name, the date, and the title, "Statement of Educational Purpose, LIM Extension;" Your application cannot be considered without it. Upload the statement to your application or, if submitting the application in hard copy, print on separate paper.