

Application Requirements

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

1. Application Form – fully completed with one 5 cm x 5 cm (2x2 in.) picture attached to it
2. Application Fee – this is non-refundable (US\$35 from developing countries; \$50 from developed countries)
3. Biographical Information – typed or legibly written in good English. See instructions with the form.
4. Reference Forms – Four (4) forms signed & given to references (to be sent directly to the IGSL Admissions)
5. Transcripts of Record – from all previous schools beyond high school requested to be sent directly to the IGSL Admissions Office
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 600 or higher for paper version (250 or higher for computer version), OR . . .
 - b. IELTS overall band score of 6.5 or higher, 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 masteral degree(s).
9. Campus Crusade for Christ Staff (CCC) Agreement – Only for current CCC Staff, this form signed by the national and area directors.
10. Photocopy of the Alien Certificate of Registration – Only for expat applicants who are residing in the Philippines.

After all application materials are received, the D.Min. Admissions Committee will convene to review the application for the final decision. The applicant is then notified of the result.

References

Your four references should be people who know you very well and can give honest, balanced feedback to us. **Do not use any relatives as references.** Include among them:

- a) a ministry leader who has a position over you (preferably a board member or denominational official; may be your pastor),
- b) two ministry peers at a similar level of responsibility, and
- c) a business/professional leader. At least two of these must be from outside your ministry board.

On your Application for Admission form be sure to give the names and complete contact information for all four references so we may know from whom to expect the forms and follow up if the forms are late. Also be sure to consider the decision whether or not to waive your rights for access to the reference forms. Check the box on your application accordingly. Then note the same decision for waiver on the reference forms. Check the box on the reference form that matches your application form. Prepare a stamped envelope addressed to the Office of Admissions, IGSL (see address below) so your references can send their forms directly to IGSL.

If you are downloading the application forms, please make four (4) copies of the reference forms for you to give to your references. Be sure to fill in your name, check the box for your decision on your rights to examine the form (consistent with the decision on your application), sign, and date it before giving the form to your reference person. That person should mail the form (or scan and attach to an email) directly to the Admissions Office of IGSL.

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 help us with the preliminary application process, we can look at a photocopy of your transcript.

Summary:

- **Notify Steve Hobson** – by email confirming you are in the process of applying Steve.Hobson.IGSL@gmail.com
- **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 admitted 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.
- **Application Materials** – After giving out your Reference Forms and requesting your Transcripts from past schools, do the rest of the paperwork *in this order*. Complete and send in a form, *don't wait until all are finished*:
 1. “Application for Admission” form completed with color photo attached and a non-refundable application fee of US\$ 35.00. *Complete this form and send it in first.*
 2. “Biographical Information Essay” written. Write the first page on your ministry letterhead.
 3. “Doctrinal Survey” completed and “Statement of Faith” signed
 4. Proof of English Proficiency – either a TOEFL score of 600 or more; OR an IELTS overall band score of 6.5 or higher; 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@glg-igsl.org or by phone (632) 454-4546 to 50; or (632) 984-1221

OR see the “English Proficiency Verification” form available for down load as an alternative method.
 5. (If needed: CCC agreement; and/or photocopy Alien Certificate of Registration)
 6. Send all materials to:

ADMISSIONS OFFICE - DMin in Leadership Effectiveness
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
QCCPO Box 1495-1154
Quezon City, MM 1102 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 & transcripts, then attach digital files to an **email**. Have references do the same. Send to "DMin Leadership" Steve.Hobson.IGSL@gmail.com , copy to tlicerio@glg-igsl.org
 2. OR **Fax** forms, transcripts, and references to us: 632-454-4552
 3. OR use a **courier service** to send forms, transcripts, references to :

ADMISSIONS OFFICE - DMin in Leadership Effectiveness
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
12 Daisy Road, Sauyo,
Novaliches, Quezon City, MM 1116 PHILIPPINES
Phone: 632-984-1221
 4. OR use **postal mail** to send forms, transcripts & references to:

Admissions Office - DMin in Peace Studies
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
QCCPO Box 1495-1154
Quezon City, MM 1102 PHILIPPINES