



# APPLICATION INFORMATION

*Master of Theology, Master of Divinity, Master of Arts*

We are pleased that you have made the decision to apply for admission to the master's program at the International Graduate School of Leadership (IGSL). The following information will help you properly complete the application process.

## UNDERSTANDING STUDENT CLASSIFICATIONS

Students are accepted into various programs based on their qualifications. Before you complete an application form, be sure that you are qualified for the program, to which you are applying and have requested the correct set of application materials for that program.

1. *Audit Student*: Audit status is available to anyone who desires to take a course for personal enrichment without receiving credit for the course. An Audit Student only needs to complete a Special Student application, enroll in classes, and pay related fees. However, should he/she desire to receive credit for coursework done as the term progresses, he/she should first pass the English Proficiency Test (EPT) and receive prior approval from the Admissions Committee. Courses are open to Audit Students on a space-available basis only, and instructors are not required to grade their coursework. Class fees are the same as those for Degree Students.
2. *Special Student*: An individual who has not been admitted to a degree program may be allowed to take courses for graduate credit as a Special Student. Special Students must hold a Bachelor's degree, complete a Special Student application, pass the EPT, and be accepted for Special Student status. They are allowed to take a total of 32 credit hours on a space-available basis. Acceptance as a Special Student does not guarantee regular admission. Class fees are the same as those for Degree Students. Students from developing countries who are not receiving institutional scholarships or grants may request a subsidy prior to registration, which covers more than half of a student's regular tuition.
3. *Degree Student*: An individual who meets all degree-program requirements may be admitted into one of the degree programs. A Degree Student must hold a Bachelor's degree, be of sound character as biblically defined, have enough ministry experience to discern God's call to Christian ministry, and be interested in leading a church or para-church ministry.

## MASTER'S PROGRAMS OFFERED

### 1. Master of Theology

**Majors:** Biblical Studies (Old Testament/New Testament), Theological Studies

#### **ThM Purpose/Objectives**

The Master of Theology degree is an academic program designed to provide students an opportunity for further personal spiritual growth, ministry skills development, and advanced studies in biblical and theological disciplines, particularly through training and practice in the use of the methods and tools of biblical and theological research.

#### **ThM Target Group**

The Master of Theology program has been designed for students who have graduated from a three-year graduate program like the Master of Divinity degree or its equivalent. It is for individuals who desire further training for a teaching ministry at an MA or MDiv level school, for a pastoral ministry which emphasizes teaching and writing, or for doctoral studies in either Bible or Theology.

This program requires a minimum of 2 years and a maximum of 4 years to complete it.



## 2. Master of Divinity

**Majors:** Biblical Studies, Intercultural Studies, Leadership Studies

### **MDiv Purpose/Objectives**

The Master of Divinity is a professional program designed to equip students with strong biblical, theological, and historical foundations; ministry, leadership, and communication skills; and the character development necessary to lead successful, fruitful, and dynamic Christian ministries.

### **MDiv Target Group**

This program is appropriate for pastors, evangelists, missionaries, teachers, and leaders in para-church organizations. The program thoroughly equips students with the skills to be life-long learners and leaders. It can also serve as a foundation for further graduate studies leading to such degrees as Master of Theology, Doctor of Ministry, Doctor of Missiology, Doctor of Philosophy, and Doctor of Theology.

This program requires a minimum of 3 years and a maximum of 5 years to complete it.

## 3. Master of Arts in Biblical Studies

### **MABS Purpose/Objectives**

The Master of Arts in Biblical Studies is a two-year program that balances academic and practical training to equip students with a focused, graduate level background in Bible and theology, along with essential ministry training. The purpose of this program is to ground students in their faith and walk with God; equip them with the core skills in handling the biblical languages and teaching Scripture; and prepare them to be effective ministers of the gospel.

### **MABS Target Group**

This program is appropriate for students who desire to minister as Bible teachers in a local church, a Bible school, or the community at large. Also, students who already have a rich background of practical ministry training and ministry experience, may want to study in this program to enhance their understanding of God's Word, and to be equipped as life-long learners and teachers of the Scripture.

This program requires a minimum of 2 years and a maximum of 4 years to complete it.

## 4. Master of Arts in Transformational Leadership

### **MATL Purpose/Objectives**

The Master of Arts in Transformational Leadership is a two-year program designed to equip students with focused, graduate-level training in ministry and leadership skills built on a foundation of Bible and theology. The purpose of this program is to ground students in their faith and walk with God; and to equip them with the spiritual perspective and core skills to lead fruitful and dynamic ministries. The general MATL provides students with a wide range of courses in order to customize the program to fit their ministry emphasis. The Intercultural Studies major is primarily designed for those going into cross-cultural ministry or for someone returning from the mission field and desiring further training.

### **MATL Target Group**

This program is appropriate for emerging leaders who anticipate ministries in the local church or in various parachurch ministries. They either have a background in practical ministry training, or have a limited window of time to study due to responsibilities in ministry. This highly flexible program can meet the needs of pastors, church planters, cross-cultural missionaries, community development workers, church educators, and para-church leaders.

This program requires a minimum of 2 years and a maximum of 4 years to complete it.



## GENERAL GUIDELINES

**Submit all required materials in English without extensive help from other people.** Your ability to properly follow instructions and provide the requested application information will help the Admissions Committee determine whether your English ability is sufficient for the classes offered by the school. You must provide official translations for all documents not written in English including transcripts, certificates, and medical tests.

**Do not alter application forms.** If you want to make electronic copies of application forms to be able to complete them using your computer, you must not change the forms by adding or deleting the lines or spaces that are provided for various responses. Rather, the original layout must be retained on each page and any information you type must be contained in the designated space. Use checkmarks to indicate your answers where boxes are provided for answers. You must sign in ink where requested to do so.

**Do not send your application materials until application is complete.** If at any point in the application process, you encounter a difficulty in completing the steps, request clarification on how to proceed from the Office of Admissions. The Admissions Committee will not review and act on your application until all of the requirements for the application have been fulfilled.

International applicants must use their passport name on all forms. Filipino applicants must use their birth certificate name. Kindly type or write legibly. This name will be used on your transcripts and your diploma.

## ADMISSION REQUIREMENTS

Because IGSL desires to build biblical thinkers for dynamic spiritual leadership, applicants are approved on the basis of academic ability, spiritual character, and leadership potential. Moreover, on account of the physical and time demands that students will face while studying at IGSL, each applicant must pass a physical/medical examination, and if married, show that his or her spouse agrees with the applicant's plans for further training.

All applicants to the master's program must complete the following admission requirements:

1. The *Application for Admission Form* completed and signed including a recent 5 cm x 5 cm (2 in x 2 in) photograph. A close-up of head and shoulders is preferred. Cut-outs or scanned photos are not allowed.
2. Official *Transcripts of Academic Records* and clear photocopies of *diplomas, certificates, and/or professional licenses* from all schools attended at the college/university level or beyond. The academic requirement for admission to one of the master's programs is a Bachelor of Arts degree or its equivalent with a 2.5 grade point average or better (on a 1-4 scale, 4.0 high). Exceptions are weighed carefully.  
**Note:** Filipino applicants must provide original copies of their official transcript of records. All transcripts submitted must include all subjects taken and their corresponding grades or marks, as well as the school's grading system.

International students should submit photocopied or scanned copies of their transcripts along with a translation of any transcript or mark sheets not written in English. If they are accepted to study at IGSL they must bring the original copies of their transcripts when they come to IGSL.

3. *Biographical Questionnaire*
4. *Spiritual Life Essay*
5. *Signed IGSL Statement of Faith*
6. *Doctrinal Survey*
7. *Confidential Information Questionnaire*



8. *Medical History and Examination Forms* must be completed for each member of the applicant’s immediate family who is required to come to IGSL. Include recent results of physical/medical exam(s) signed by a licensed physician and all laboratory reports (i.e. X-ray, fecalysis, urinalysis, and complete blood test). **Note:** International applicants are required to submit their medical history forms only. If qualified, they will be requested to send their medical examination and results of laboratory tests later.
9. *Proof of Financial Support Forms* from each individual or organization supplying the applicant’s financial needs
10. For current Campus Crusade for Christ Staff: *CCC Staff Agreement Form* signed by the applicant, the national director, and Director of Affairs (DOA) for his or her area.
11. For international applicants who are already in the Philippines: Photocopy of 9(g) *Visa stamped on passport and Alien Certificate of Registration (iCard)*.
12. For Filipino applicants: *Birth certificate* stamped by NSO/Census
13. For married applicants: *Marriage certificate*
14. For married or engaged applicants: *Spouse’s Biographical Information* form unless wife/fiancée is applying for the PIM certificate program or both are applying for a degree program. International wives must also submit a photocopy of her transcript of records or summary of mark on either high school or college/university level
15. A minimum of four (4) *Reference forms*, including one person from each category below.
  - a. Pastor or ministry leader of home church
  - b. Other pastor or ministry leader
  - c. Close Christian friend
  - d. Most recent employer or immediate supervisor (whether ministry or secular)

Except for reference (a), you select individuals who know you well enough (i.e. at least two years) to effectively answer the questions on the reference forms and who will return the required forms without delay. **Do not use a relative as a reference unless he/she is the current pastor or ministry leader of your church, or is an IGSL graduate.**

Before giving the forms to your references, be sure to complete the top portion of each form. Print your name, check (✓) or shade the box that corresponds to the program for which you are applying, then sign and date the waiver option if you agree with it. Your references should mail the forms directly to the Office of Admissions at IGSL. Please provide a postage-ready envelope addressed to the Office of Admissions for each reference to use when sending the completed form directly to IGSL. On your application form, be sure to give the names and complete contact information for all references so we can verify receiving all the reference forms. If you cannot provide a person in one or more of the required categories, contact the Office of Admissions for instructions on how to secure substitute references.

All non-native speakers of English are required to pass the English Proficiency Test (see Table 1) administered by IGSL, unless they have passed the TOEFL (see Table 2) or IELTS exam (see Table 3).

Table 1 EPT Passing Scores

	Overall Passing Score	Passing Score for Each Section
MATL	75	70
MDiv/MABS	80	75
DMin/ThM/TESL	85	80

Table 2 TOEFL Passing Scores

	Paper-based	Computer-based	Internet-based
MATL	500	173	61
MDiv/MABS	550	213	79-80
DMin/ThM/TESL	600	250	100



Table 3 IELTS Passing Scores

	Overall Band	Minimum Score for Each Band
MATL	6.0	5.5
MDiv/MABS	6.5	6.0
DMin/ThM/TESL	7.0	6.5

Once an application is received, the applicant will be notified regarding the date and place of the EPT, the date of a personal interview, and psychological evaluation.

### ADDITIONAL THM REQUIREMENTS

In addition to the general requirements for admission, ThM applicants must submit a paper providing evidence of original research and written in English. You must also have: (1) a Master of Divinity degree, or its equivalent from a qualified seminary; (2) a minimum cumulative grade point average of 3.25 (on a 1-4 scale, 4.0 highest) in all previous graduate theological studies; (3) completed IGSL's core curriculum in the department of his/her specialization, and (4) at least one advanced class in either Hebrew (OT 602 or 603) or Greek (NT 602) exegesis, or have satisfactorily covered the equivalent of that curriculum elsewhere. Applicants lacking core curriculum classes from previous theological studies may be admitted into the ThM program under the provision that before acceptance, required classes will be completed at IGSL without credit toward the ThM degree.

Once all admission requirements and application procedures have been fulfilled, the Admissions Committee will review the application, make a final decision, and notify the applicant regarding the program admission.

### BASIC COURSE FEES AND EXPENSES

Before you are accepted into any of the master's programs, you must demonstrate full sponsorship covering expected expenses. For more information, refer to the *Proof of Financial Support* form.

**Total tuition and fees:** \$1,242 per year\*

**Textbooks:** \$100 per term

**On-campus Housing:** Depends on size of apartment. Typical 2-bedroom apartment is \$95 per month (plus approximately \$25 utilities).

**Living and Medical Expenses:** \$125 to \$200 per month per adult; \$75 to 100 per month per child

**Visa:** Approximately \$500/person/year for 9f or 9g visa holders; \$865/person/year for Special Study Permit (SSP)

**Note:** If you are from a developing country, have legitimate financial needs, and are not receiving institutional scholarships or grants, you may apply for a tuition fee subsidy that covers more than half of tuition costs.