

Items 1-3, 8-9 should be submitted as hard copies
Items 4-7 should be submitted electronically

DMin Program – Notes for Applicants

The application form for the DMin Program is available as a fillable PDF at www.tst.edu. **Handwritten applications will not be accepted.** The application deadline for the 2014-2015 academic year is **Friday, November 1, 2013.**

The DMin program at the Toronto School of Theology is considered a full-time distance education program. However, some on-campus learning is required. There is a mandatory one-week orientation process for all first year students, which will take place in spring 2014. More information regarding this event will be provided for successful applicants early next year.

If you have any questions about the application process please contact Alison Hari-Singh, the Administrator of the DMin Program at 416-978-6754 or dmin.office@utoronto.ca, for assistance. In addition, it is recommended that those who are considering applying to the DMin program request an informal meeting with the Interim DMin Director, Dr. Joseph Schner, s.j. In order to set up an appointment, please contact Alison Hari-Singh either by phone or email (listed above).

Application Checklist:

- 1) Complete and sign your **application form**.
- 2) Submit a \$100 CAD (\$110 USD) non-refundable **application fee** payable by Visa, certified personal cheque, bank draft, money order, or wire (for applicants without a CAD or US bank account). *Application fee must be paid in full for application to be processed.* Please keep a copy of the receipt for your records.
- 3) Show evidence of competence in English. This is required for those candidates whose first language is not English (see section 1.4 of the DMin Handbook which can be found at http://www.tst.edu/sites/default/files/DMin_Handbook_2013%20final.pdf).
- 4) **Curriculum Vitae**.
- 5) Provide a typed **personal statement** of not more than 1200 words that includes the following:
 - Your thoughts on the theory and practice of Christian ministry including goals, objectives, and rationale for ministry;
 - Your thoughts on the present and future needs of the church as it ministers in changing social, economic, and political contexts;
 - Offer a description of your research interests and reasons for applying to the TST DMin program, including TST AD faculty with whom you may study;
 - Your future plans in the practice of ministry.
- 6) A **writing sample**. You must submit a writing sample (e.g., a short essay or section of your Master's thesis), approximately 15-25 pages in length, demonstrating your writing ability and capacity to engage in independent research. This sample should be submitted electronically in PDF format by email attachment to dmin.office@utoronto.ca. Please indicate DMin writing sample in the subject line.
- 7) A **selected bibliography** of your current readings in theology or other fields related to your practice of ministry and research interest.
- 8) You must request all **post-secondary transcripts** (i.e., undergraduate, MDiv (or equivalent degree), and any other post-graduate degrees) be sent from the degree-granting institution directly to:

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DMin Office
Toronto School of Theology
47 Queen's Park Crescent East,
Toronto, ON
M5S 2C3

- 9) A total of **six letters of reference** to be mailed from the referee directly to the DMin Office:
- Two academic letters of reference from faculty members who taught you in the institution from which you received your MDiv (or equivalent degree);
 - Two letters of reference from ministerial colleagues of good standing and known reputation who are active in the field of ministry in which you are currently working.
 - A Denominational or Institutional letter of support from an appropriate official in your diocese, religious order, presbytery, conference, or institution. They must declare full recognition of your intention to enter the DMin program, the year you wish to enter, and be aware of the program commitments (e.g., 4 years of study, on average, until completion of the program; this includes on-campus residential requirements and time allotted for study).
 - A Ministry Base Group letter of support from a person associated with your ministry base who will act as chair of your MBG. This person assists in the formation of a ministry base in the church or institution in which your ministry will be located for the duration of the DMin program. This group exists to support you as you move through the essential components of the program.