School of Theology and Ministry
Post-Master’s Certificate of Pastoral Leadership

Application Instructions and Procedures

All application materials must be received by the application deadline to receive full consideration. For application deadlines and entry terms, refer to the priority deadlines. International applicants and those with international transcripts should consult the International Requirements Page, for deadlines and other requirements, as they may differ.

- A completed application form with a non-refundable $55 application fee. Fee waived for Seattle University alumni.
- A Master’s degree in pastoral ministry or its equivalent from an accredited institution. Equivalency and substitutions determined at the discretion of the Admissions Committee.
- Transcripts of all graduate-level coursework, reflecting minimum grade point average of 3.0 cumulative, on a scale of 4.0.
- Résumé reflecting a minimum of three years of full-time, professional ministerial experience.
- Two recommendations that attest to the applicant's religious, moral and intellectual qualifications for ministry. One recommender must: A) be someone who is qualified to attest to the applicant’s academic ability; B) be from a person who knows the quality of the applicant’s pastoral ministry/ leadership. (Note: Recommendation forms are provided electronically through the application.)
- Autobiographical statement (5-8 pages) including:
  - A three to five page account of your life. Include important events and relationships, highlighting the influence of these on your development (3-5 pages).
  - Give a brief statement (2-3 pages) of your impressions of the program and your expectations of it. Include a description of why you want to pursue this degree, what professional skills and understandings you seek, and areas of personal growth most important to you.
  - List and describe any major ministry or church-related experiences, formal or informal education (workshops, institutes, readings), and volunteer experience not highlighted on your resume. Note whether the experiences were part-time or full-time.

- Following review of application materials, qualified candidates will be contacted for an interview.
- Graduate and post baccalaureate applicants who received a baccalaureate degree or higher from Seattle University or a recognized college or university in the United States, Canada, Great Britain, Ireland, New Zealand, Australia, Bahamas, Jamaica, Kenya, Singapore, and Trinidad and Tobago will not be required to submit English proficiency test scores. Students earning a degree in a country other than those listed above may provide official documentation from the degree-granting institution verifying that all instruction was in English. A minimum of three years of enrollment at the university is required. English proficiency may be met with an official TOEFL
score of 86 (IBT), or the IELTS exam with a minimum score of 6.0; PTE score of 63; or Duolingo score of 110.

*Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquires related to these policies may be referred to the University’s Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.*