

# APPLICATION FOR THE CERTIFICATE IN SPIRITUAL DIRECTION PROGRAM



## MISSION STATEMENT

Impelled by the Catholic faith and the Dominican mission, Aquinas Institute of Theology educates men and women to preach, to teach, to minister, and to lead.

## VISION STATEMENT

Aquinas Institute of Theology envisions the hope-filled participation of the faithful in the Church. We are a Roman Catholic graduate school of theology and ministry animated by an eight-hundred-year Dominican tradition of study in the pursuit of truth. We are a community of scholars and ministers striving to witness to the Gospel of Jesus Christ as we pursue theology for the life of the Church and the world.

We commit our gifts in service to the Church and world as a center for:

- scholarship and theological reflection;
- collaborative lay, religious, and ordained ministry;
- initial formation for the Dominican friars of the Province of St. Albert the Great and for other religious communities;
- preaching education;
- leaders stewarding the mission of Catholic institutions;
- adult faith formation.

As a community we seek to be transformed by a spirit of holiness and by faithful engagement with the living tradition of the Church. We eagerly invite others to share our vision and mission.

In a suffering world we believe that God's Word is alive and active. In response we say, "Here we are, God, send us."

## **APPLICATION PROCESS**

A completed application for admission to Aquinas Institute of Theology is comprised of Part I and Part II.

- Part I includes the application form, application fee, transcripts, three letters of recommendation, MAT results, and an interview with the admissions or program director.
- Part II requires you to write two brief reflective essays.

### **PRIORITY DEADLINES for APPLICATION FOR ADMISSION and FINANCIAL AID\***

- March 15 for the Fall Semester
- November 15 for the Spring Semester

All materials should be forwarded to:

Admissions Office, 23 South Spring Avenue, St. Louis, MO 63108

314-256-8806 • 800-977-3869 • [admissions@ai.edu](mailto:admissions@ai.edu)

\* Contact the Admissions Office for information on financial aid, scholarships, and loans:  
314-256-8806 or 800-977-3869.

## PART I

*Please submit:*

### **1. A completed Application for Graduate Admissions**

### **2. Non-refundable application fee of \$50**

### **3. Official transcripts** of all undergraduate and graduate coursework either sent directly from the institution or included in a sealed envelope with registrar's signature across the seal (request form included for your convenience).

### **4. Three letters of recommendation (forms included):**

- One letter of recommendation from your current Spiritual Director.
- One letter of recommendation from a pastor, or someone similar, who knows your religious practices.
- One letter of recommendation from a friend/affiliate who can affirm your call to spiritual direction.
- **APPLICANTS FROM RELIGIOUS ORDERS:** One of these letters should be from your religious superior.

### **5. Results of the Miller Analogies Test or Graduate Record Examination**

- Those students that have studied theology at the graduate level or have a post baccalaureate degree in theology are exempt.
- Those students that have a post-baccalaureate degree in another area of concentration can request that this test be waived (see page 6 of this application).
- GRE test scores will be accepted if taken within the past 7 years.

### **6. Interview**

Applicants are asked to schedule an interview with the admissions director and/or the program director. For applicants from out of town this interview may be done by phone.

### **7. International Applicants**

- Proficiency in the English language is required. If English is not your primary language, a TOEFL certificate of proficiency in English should be sent to the Director of Admissions. All four parts of the computer-based test are preferred. When taking the paper-based test, include the Test of Written English (TWE). Computer-based TOEFL score must be 213; paper-based score must be 550. The TOEFL iBT score must be 79/80.
- Those who take the TOEFL need not take the MAT or GRE.
- International students must provide evidence of financial support for the duration of their studies in accord with U.S. Immigration Regulations. Please contact the director of admissions for a financial support verification form.

## PART II

### *Written essays*

#### 1. **Personal Assessment.**

The Personal Assessment is an important part of your application for admissions to Aquinas Institute of Theology. It should not exceed 1,000 words. Use the essay to

- Articulate your vocational goals, intellectual and pastoral interests,
- Assess your personal strengths and weaknesses for theology and ministry,
- Note theological and ministerial questions that spark your interest and may offer insight into your reasons for applying to Aquinas Institute of Theology.

#### 2. **A maximum 700-word essay** reflecting on a quotation from “Wellspring of Hope,” a chapter in *Sing a New Song* (Templegate, 1999), by Fr. Timothy Radcliffe, O.P.

Please select any one of the following quotes:

- a. “Study is a way to holiness, which opens our hearts and minds to each other, builds community and forms us as those who confidently proclaim the coming of the Kingdom.” (page 54)
- b. “The intellectual discipline of our study has this ultimate purpose, to bring us to this moment of conversion when our false images of God are destroyed so that we may draw near to the mystery.” (page 64)
- c. “We can never say an illuminating word about God unless we do theology differently, uncompetitively and with reverence. One cannot do theology alone.” (page 70)

Your essay should address the following questions:

- What does this quote mean to you?
- What do you find challenging about this quote?
- What do you find comforting?
- What can this quote mean in your community and/or ministerial context?

# APPLICATION FOR THE CERTIFICATE IN SPIRITUAL DIRECTION PROGRAM



## PERSONAL INFORMATION

Title: \_\_\_\_\_

Name  
*Last Name (Surname)*
*Maiden*
*First*
*Middle*

Permanent Address  
*Street*
*City*
*State*
*Zip*

Mailing Address (if different from above)  
*Street*
*City*
*State*
*Zip*

Telephone: Home (     )                      Work (     )                      Cell (     )

Email \_\_\_\_\_                      Social Security Number \_\_\_\_\_  
*(Your social security number will be kept confidential.)*

I wish to pursue the Certificate in Spiritual Direction program: **ONLINE**            or **On-campus**

Semester you plan to begin studies at Aquinas Institute:      Fall      Spring      Summer      Year:

I plan to attend on a      part-time                      full-time basis (9 credit hours per semester)

I need information on housing:      Yes      No

How do you plan to finance your education?

I need financial aid applications for      Aquinas Institute Aid                      Federal Loans

Have you applied to Aquinas Institute of Theology previously?      No      Yes, when?

**Please check all that apply:**

*(The information in this section is collected for statistical purposes and will not be used in determining your eligibility for admission. Information provided about ethnicity is voluntary.)*

- |                           |                             |                                           |
|---------------------------|-----------------------------|-------------------------------------------|
| Non-Resident Alien        | Asian                       | Native Hawaiian or other Pacific Islander |
| Black or African American | Hispanic                    | American Indian or Alaskan Native         |
| White                     | Further Self-Identification |                                           |

**Please check all that apply:**

- |        |            |          |                                          |
|--------|------------|----------|------------------------------------------|
| Female | Male       | Married  | Single                                   |
| Priest | Seminarian | Minister | Vowed Religious                      Lay |

Place of Birth                      Date of Birth                      Country of Citizenship

Religious Denomination                      Parish/Congregation                      Diocese

Ordained?      No      Yes: Date of Ordination                      Place

For Clergy: Please indicate your diocese/order/synod, etc.

Spouse's Name (if applicable)

If you are not a citizen of the United States, what type of visa will you have at the beginning of the semester?

F-1 Student Visa      R-1 Religious Visa      B Visitor Visa      Permanent Resident      Other

Alien Registration Number

**TESTING INFORMATION**

**MAT/GRE Scores** *(Does not apply to Non Degree and International Students. This score is considered unofficial until score is sent directly by the testing center. Please request that official results are sent directly to AI. Our MAT institutional number 2110)*

Date Taken:

Scheduled Date:

I request a waiver from the MAT because I have earned a post-baccalaureate degree from an accredited institution and hereby submit supporting transcript.

**INTERNATIONAL APPLICANTS:**

Is English your first language?      Yes      No

If no, then please state your first language:

TOEFL Score      *(This score is considered unofficial until score is sent directly by the testing center.)*

**EDUCATIONAL BACKGROUND**

**Colleges/Graduate Schools Attended**

College/University	Field of Study	Dates of Enrollment	Degree
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**EMPLOYMENT/PROFESSIONAL BACKGROUND**

Place of Employment	Dates	Position
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Present Position

## BACKGROUND IN RECEIVING AND GIVING SPIRITUAL DIRECTION

1. How long have you received spiritual direction? How frequently?

2. How often have you been asked by another to serve as spiritual director?

How often have you served as spiritual director for another person?

Has anyone recommended that you become a spiritual director for others?

3. Briefly describe your background in biblical and theological studies.

4. Briefly describe your background in skills related to spiritual direction; e.g., listening, empathy, offering feedback.

## REFERENCES

Individuals who will be writing letters of recommendation for you:

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 This letter of recommendation is: Spiritual Director Ministerial Personal Other

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 This letter of recommendation is: Spiritual Director Ministerial Personal Other

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 This letter of recommendation is: Spiritual Director Ministerial Personal Other

Signature \_\_\_\_\_

Date \_\_\_\_\_

[Submit Button/Link on page 10](#)



# INFORMATIONAL DATA



In order to assess our communication methods, we would appreciate your response to the following questions:

## How did you first learn about Aquinas Institute of Theology?

**Personal contact:** Aquinas Alum      Aquinas Student      Aquinas Professor      Pastor      Other

**Advertisement:** National Catholic Reporter      America      Commonweal      Christian Century      Diocesan Paper  
Parish Bulletin      Radio      TV      Other

**Website:** Aquinas Website      Other Website(s)      Search Engine: *Phrase used to search:*

**Publication:** Aquinas Newsletter or Magazine      Aquinas Brochure      Other

**Workshop/Seminar:**

**Other - please specify:**

**Which of the following prompted you to apply to Aquinas Institute of Theology?** Please indicate all that pertain.

Aquinas admissions staff      Name:

Aquinas program director or faculty      Name:

An alumna/alumnus of Aquinas Institute      Name:

A friend or associate (non-alumni)      Name:

Priest, sister, layperson in pastoral ministry      Name:

A campus visit

Affordability

Program format

Reputation of Aquinas Institute of Theology

Mailing I received from Aquinas

Someone else's reputation/referral      Name:

Faculty member of another school      Name:

Endorsement by bishop/superior/pastor      Name:

Other:

Please offer other input that may be helpful for us in this context. Thank you.

[Submit Button/Link on page 10](#)

**APPLICATION CAN BE PRINTED AND MAILED  
OR SUBMITTED ELECTRONICALLY  
PLEASE VERIFY ALL ENTERED DATA  
PRIOR TO SUBMITTING APPLICATION**



**THIS PAGE IS LEFT BLANK INTENTIONALLY  
FOR COLLATING PURPOSES.**

# LETTER OF RECOMMENDATION



Admissions Office  
23 South Spring Avenue  
St. Louis, MO 63108  
Phone 314.256.8806 Fax 314.256.8888  
admissions@ai.edu

## To Be Filled in by the Applicant

Applicant's Name

Intended Program: Cert. in Spiritual Direction

Name of Person to Make Recommendation

is being asked to make

an assessment of the applicant as a(n):    Spiritual Director    Ministerial    Personal    Other    reference.

**Waiver:** I hereby waive my right to examine at any future time this Letter of Recommendation, which I understand will become part of my Admission File at Aquinas Institute.

*Signature of Applicant*

*Date*

THE APPLICANT IS FREE TO SIGN OR NOT TO SIGN THIS WAIVER. If the waiver is not signed, Aquinas Institute must make the recommendation available to the applicant upon proper written request.

## To Be Completed by the Person Recommending the Applicant

The above-named person is applying for admission to Aquinas Institute of Theology, a graduate school of theology and ministry. We request your candid appraisal of the applicant's capacity for graduate theological and ministerial education. After completing the form you may either mail it directly to the admissions office or return the letter in a sealed envelope, with your signature over the back flap, to the applicant so they can submit it with their application. (NOTE: If the waiver has not been signed by the applicant, you should not consider this recommendation to be confidential.)

1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. Please check the boxes to indicate your assessment of the applicant's:

	1 (BELOW)	2	3 (AVERAGE)	4	5 (ABOVE)	NOT OBSERVED
Moral Character						
Emotional Maturity						
Leadership Capacity						
Work Habits						
Study Habits						
Intellectual Curiosity						
Demonstrates Self-Reflection						
Humble and Open to Other Points of View						
Able to Listen						
Qualified to Complete a Graduate Degree						

4. What is your overall assessment of the applicant's ability to work collaboratively with others?

5. What is your overall assessment of the applicant's ability to make meaningful connections between theological ideas and concrete life situations?

6. What is your overall assessment of the applicant as a candidate for the ministry of spiritual direction: Does the applicant reflect seriously about his/her life? Are there indications that the applicant has the gift to be a spiritual director? Is the applicant a good listener, able to give reflective feedback and keep appropriate boundaries? Does he/she respect confidentiality?

Is there something else you would like to share about this candidate?

I      highly recommend      recommend      recommend with reservation      do not recommend the above candidate graduate theological studies at Aquinas Institute of Theology. *(Please attach reasons for reservations or not recommending.)*

*Signature of Person Recommending the Applicant*

*Date*

*Complete Mailing Address*

*Phone Number*

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*Signature of Person Recommending the Applicant*

*Date*

*Complete Mailing Address*

*Phone Number*



# TRANSCRIPT REQUEST



Date

Dear Registrar:

*Please send the transcript of:*

Full Legal Name

Former or Maiden Name:

Current Address

City

State

Zip

Social Security Number

Date of Birth

Year(s) graduated/attended

Degree Program

**Please mail 1 (one) official copy immediately to:**

Office of Admissions

Aquinas Institute of Theology

23 South Spring Avenue

St. Louis, MO 63108

Please find enclosed the fee of \_\_\_\_\_ for the transcript request.

Purpose of the transcript request is for further education.

Signed by

Date

Phone *(if needed for clarification)*