



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION  
היברו יוניון קולג' – מכון למדעי היהדות

National Office of Admissions  
3077 University Avenue, Los Angeles, CA 90007  
800.899.0925 x4219 or 213.765.2119 • Fax (213) 747-6128  
admissions@huc.edu

## HUC-JIR Doctor of Ministry Program 2010-2011 Admission Requirements and Application Instructions

### ■ APPLICATION REQUIREMENTS

*In order to apply to the D.Min. Program, applicants must be able to meet the following requirements by June 2010.*

- A B.A. or B.S. degree from an accredited college or university; plus ordination or investiture from an accredited seminary or theological school or one of the following: MA or M.Div.; MSW; or Ph.D.
- An academic record reflecting a 3.0 grade point average or above on a four-point scale.
- International applicants from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL), now an the internet based test (IBT). International applicants must have a working knowledge of English and a score of at least 90 on the TOEFL, with at least 22 on each constituent part.
- A readiness for graduate study, including the capacity to meet the intellectual, ethical, and emotional demands of graduate school.
- A serious commitment to academic study and the capacity to develop self-awareness.
- A commitment to and leadership experience within a religious community.
- An ability to engage in abstract reasoning, to think analytically and conceptually, and to formulate mature judgments.
- An aptitude for clear oral and written self-expression.
- Access to a clinical site to engage in pastoral counseling.
- personal interview

### ■ APPLICATION DEADLINE

Your application form, resume and photo must be accompanied by a \$75.00 nonrefundable application processing fee. A Payment Authorization Form is included at the end of these instructions for your convenience.

All application elements, including three (3) references and test results, must be received by the deadline of June 1st, 2010, in order to receive an interview.

Application materials may be submitted in the mail, faxed or via email to [admissions@huc.edu](mailto:admissions@huc.edu) as attachments with subject heading: "HUC-JIR Doctor of Ministry Program Application \_ YOUR NAME"

### ■ ADMISSIONS APPLICATION: FORM, ESSAYS, RESUME AND PHOTO

HUC-JIR requires the submission of the application form, essays, resume and photo. Visit the webpage, <http://www.huc.edu/academics/gradUndergrad/nyacademic.shtml> to download the Admissions Application Form. The Admissions Application form includes a personal history section. This part of the application shapes the Admissions Committee's understanding of your personal history. This information will never be used to discriminate against applicants on the basis of health and disability issues. This information will be held in the strictest confidence.

## ■ ESSAYS

Please write a two-three page essay which helps us understand your personal theology and how it relates to your wish to pursue more clinical training.

## ■ REFERENCES

Provide three (3) letters of reference (professional experience; academic experience; and personal) to be included in your admissions application file. Please following the instructions on the Reference Form included at the end of these instructions.

## ■ RESUME AND PHOTO

The resume should be arranged in reverse chronological order beginning with your most recent experiences, and should include descriptions of education completed, work experience, leadership activities, relevant life experiences, and languages read and/or spoken. The photo should be one that represents you and is only used for identification purposes.

## ■ TRANSCRIPTS

Please provide us with **one copy** of an official transcript from:

- The college from which you graduated **as well as any other colleges you attended.** (This includes any school at which you took a college-level class.)
- Any graduate schools where you have been enrolled as well as schools where you have taken graduate-level classes.
- Any “Year Abroad” programs or other foreign study. (*If grades from international programs are recorded on your college transcript you do not need to submit a separate transcript.*)

Have the schools mail the transcripts directly to the National Office of Admissions, Hebrew Union College-Jewish Institute of Religion, 3077 University Avenue, Los Angeles, CA 90007. Please request transcripts with sufficient time to allow them to arrive by the application deadline.

For international applicants, year-by-year records from colleges and universities attended are required. The record must indicate the number of hours per week devoted to each course, grades received for each course, and degrees awarded, with dates the degrees were conferred. This information must be provided in English. If this information is not available in English, it is the applicant’s responsibility to have it professionally translated and certified before it is sent to HUC-JIR. If grades are not determined on a 4.0 scale system please include guidelines in English from the school that explain the grading system.

## ■ INTERNATIONAL APPLICANTS

HUC-JIR is authorized under federal law to enroll students not holding U.S. citizenship. International applicants are required to fulfill all of the requirements for admission and provide documented evidence of financial support in order to obtain a student visa. The Immigration and Naturalization Service (INS) requires individuals holding student visas to enroll as full-time students with a minimum of nine units per semester for graduate study. International students should not expect to support themselves through employment while attending HUC-JIR as the INS rarely allows international students to work off-campus.

## ■ ADMISSIONS DECISION

Admissions decisions are communicated in writing on a rolling basis, as applications are received and evaluated.

### **REMINDER:**

The mailing address for all application materials:

National Office of Admissions & Recruitment  
HUC- JIR  
3077 University Avenue  
Los Angeles, CA 90007  
Email: Admissions@huc.edu

**All transcripts must be sent directly to this address by the college or university registrar.**

**All references must be sent directly to this address by your referees.**

**APPLICATION CHECKLIST:**

***To be returned by you with your online application:***

- Admissions Application Form, Essays, Resume and Photo
- \$75.00 application fee (with Payment Authorization Form)

***Additional items (to be sent to HUC-JIR directly from the sources):***

- Three (3) Letters of Reference, each accompanied by a Reference Form
- Undergraduate transcript
- Graduate school transcript
- TOEFL score report (foreign students only) directly from the testing company



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### Payment Authorization Form

Please complete this form and mail or fax it to the Office of Admissions and Recruitment along with your method of payment to submit your application-processing fee OR Enrollment fee.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### Method of Payment (check one):

My check made payable to HUC-JIR is enclosed

Please charge my credit card in the amount of:

\$75.00 for the Application-Processing Fee

\$150.00 for the Enrollment Fee

*(If checked, complete the Credit Card Authorization Section below)*

#### Credit Card Authorization Section:

Credit Card Number \_\_\_\_\_ Exp. Date (mm/yyyy) \_\_\_\_\_

Credit Card Type (check one)     Visa     MasterCard     American Express     Discover

**By signing below you indicate that you are the owner of the credit card listed above and authorize HUC-JIR to charge your credit card in the amount \$75.00 for the application-processing fee OR \$150.00 for the enrollment fee.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## REFERENCE FORM

National Office of Admissions  
3077 University Avenue, Los Angeles, CA 90007-3796  
800.899.0925 x4219 or 213.765.2119 • Fax 213.747-6128  
[admissions@huc.edu](mailto:admissions@huc.edu)

Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

**To the Applicant:** Where indicated below, please provide the name and phone number of the person completing your reference. In addition, indicate the category of referee by checking the appropriate box:

Academic  Judaic  Professional

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, gives students the right to inspect their records. This includes letters of recommendation submitted in the application process. HUC-JIR carefully reviews all letters of reference. However, we find that letters written in confidence are most useful in assessing a candidate's qualifications and promise. Therefore, we invite you to sign the following waiver, though we do not require this.

**By signing below, I waive my legal right to inspect this letter of reference.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**To the Referee:** In the table below, please check the box that best describes the applicant in each category. Attach a letter of reference to this form. Please be advised of the student's right to inspect this recommendation should he or she **not** waive the right indicated in the instructions above.

**Please mail your completed reference directly to:** National Office of Admissions, Hebrew Union College-Jewish Institute of Religion, 3077 University Avenue, Los Angeles, CA 90007-3796.

Name of Referee \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Please attach this form to your letter of reference. Please limit the reference letter to two typed pages. It is helpful to include examples that illustrate the points you make about the candidate.*

### QUESTIONS FOR ACADEMIC REFEREES

1. How well and in what capacity do you know the applicant? Assess the applicant's aptitude for graduate study in the humanities and social sciences. Address these areas: oral and written communication, conceptual and analytical thinking, character, maturity, integrity and emotional stability.
2. Are there growth areas for this applicant that, if not addressed, may keep him or her from being successful in rabbinical studies?

### QUESTIONS FOR PROFESSIONAL/PERSONAL REFEREES

1. How well and in what capacity do you know the applicant? Address the areas of independence and initiative, oral and written communication, character, maturity, integrity, emotional stability and commitment to religious leadership.
2. Are there growth areas for this applicant that, if not addressed, may keep him or her from being successful in a clinical training program?