Center for Graduate Studies

NORTHWESTERN COLLEGE
ST. PAUL, MINNESOTA

APPLICATION FOR ADMISSION

Biographical Information

LEGAL FIRST NAME _____ FULL MIDDLE NAME _____ LAST NAME _____

PREFERRED FIRST NAME _____ MAIDEN NAME _____ PREVIOUS NAME(S) _____

☐ MALE ☐ FEMALE ___ – ___ – ___ SOCIAL SECURITY NUMBER (OPTIONAL) ___ / ___ / ___ BIRTHDATE (MM/DD/YYYY)

STREET _____ CITY _____ STATE _____ ZIP _____

( ) _____ HOME PHONE ( ) _____ WORK ( ) _____ CELL

E-MAIL _____ ***THE E-MAIL YOU PROVIDE WILL BE USED TO SEND YOUR CONFIDENTIAL NWC USERNAME AND PASSWORD UPON ADMISSION (OPTIONAL). IF NOT PROVIDED, USERNAME AND PASSWORD WILL BE SENT VIA U.S. POSTAL SERVICE AND MAY DELAY REGISTRATION.***

Preferred method of contact from your admission counselor: ☐ E-MAIL ☐ HOME PHONE ☐ WORK PHONE ☐ CELL PHONE

Preferred enrollment date: ☐ FALL_____(Year) ☐ SPRING _____(Year) ☐ SUMMER _____(Year)

Intended program and concentration (if applicable): _____

Preferred program format: ☐ ON SITE ☐ ONLINE

Background

What is your ethnicity?* ☐ HISPANIC OR LATINO ☐ NOT HISPANIC OR LATINO

What is your race?* Mark one or more races to indicate what you consider yourself to be.

☐ AMERICAN INDIAN OR ALASKA NATIVE ☐ BLACK OR AFRICAN AMERICAN ☐ WHITE
☐ ASIAN ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER ☐ OTHER: _____

**Providing the information above is voluntary and will not be used in a discriminatory manner. These questions comply with the U.S. Department of Education's standards for ethnic and racial data collection.*

Are you a U.S. citizen? ☐ YES ☐ NO

If no, country of citizenship: _____ Country of birth: _____

Your current immigration status: _____

Attach one of the following: Copy of Green Card, Alien Resident Card, I-9, Student Visa (both sides of form).

Are you a U.S. military veteran? ☐ NO ☐ YES If yes, attach copy DD form 214

Have you ever been convicted of a felony? ☐ NO ☐ YES If yes, please explain _____

Current Employer Information

EMPLOYER | START DATE | POSITION/TITLE

Faith Statement

Have you entrusted yourself to Jesus Christ as Lord and Savior?_____

Church Information

CHURCH NAME | DENOMINATION | CITY/STATE

Previous Education

Please list all the colleges at which you have been registered. You must submit official transcripts to Northwestern College from each institution.

NAME OF COLLEGE | DATES ATTENDED/REGISTERED

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If needed, a downloadable transcript request form can be found on our website at nwc.edu/gradstudies.

Essays

Your application to Northwestern includes two required essays: a Statement of Intention Essay and a Professional/Personal Essay. Please complete essays based on these criteria, according to APA guidelines:

- Use 12-point Times New Roman font
- Two pages in length
- Double-spaced
- Title the essay
- 1-inch margins
- Include contact information in header

STATEMENT OF INTENTION ESSAY

Explain your reasons for applying for admission to a Graduate & Continuing Education program. The essay should answer the questions below. Please be as specific as you can.

- *Why are you pursuing a degree?*
- *Why do you wish to attend Northwestern College for this degree?*
- *What are your career goals, and how do you plan to accomplish them?*
- *How will this degree help you to achieve these goals?*

PROFESSIONAL/PERSONAL ESSAY

Describe an experience in your professional or personal life that challenged you to rely on your Christian worldview.

Ensuring Your Success

You should be certain that you are prepared to meet the required level of academic rigor at Northwestern College.

It is your responsibility to contact the appropriate office(s) to receive information about academic support prior to registering for classes at Northwestern College. Contact the ALPHA Center at 651-628-3316 or nwc.edu/alpha regarding tutoring information; contact DOSS (Disabilities Office for Support Services) at 651-286-7746 or nwc.edu/doss regarding the Americans with Disabilities Act (ADA) or reasonable accommodation information; contact the Admissions Office at 888-362-8715/651-631-5200 or nwc.edu regarding information about other services.

☐ I understand that contacting the appropriate offices for any needed academic support is my responsibility.

Computer Requirements

High-speed Internet connection and proficiency in Microsoft Word are required for Northwestern course work. If you have any questions about the technology requirements for participating in our program, please contact your admission counselor at 651-631-5200 before submitting your application.

☐ I understand that I am required to have access to a computer with Internet capabilities and be proficient in the use of Microsoft Word for the duration of my program.

Application Signature

I certify that the information contained in this application, including any attached documentation, is accurate, complete and honestly presented.

I certify that I have read and understand the Declaration of Christian Community contained in this packet. If I am accepted and subsequently enroll as a student, I will gladly adhere to its spirit and standards and will seek to be a positive, active member of the Northwestern College community.

SIGNATURE PRINT NAME DATE

Graduate Studies Application Checklist

Your application will be considered complete when the following have been received:

☐ Completed application form

☐ Application fee: $50 (check or money order payable to Northwestern College)

☐ Required essays

☐ References

☐ Official college transcripts from all institutions for all courses attempted.

COMPLETED APPLICATION, OFFICIAL SEALED TRANSCRIPT(S), AND REFERENCE FORMS SHOULD BE MAILED TO:

CENTER FOR GRADUATE STUDIES
NORTHWESTERN COLLEGE
3003 SNELLING AVENUE NORTH
ST. PAUL, MN 55113-1598

Your Connection to Northwestern

How did you hear about the Northwestern College Center for Graduate Studies? Please be specific.

☐ Publication_____

☐ Radio_____

☐ Referral_____

☐ Website_____

☐ Event_____

☐ Other_____

What factor was most influential in your decision to apply to Northwestern College?

_____

_____

Thank you for applying—you've made a great decision! Please let us know if you know others who may want to learn more about Northwestern College:

FIRST NAME	LAST NAME	PHONE	E-MAIL
FIRST NAME	LAST NAME	PHONE	E-MAIL

Admission Criteria

The following are criteria for admitting students into the Graduate Studies Program:

1. Evidence of a new birth in Jesus Christ.
2. Willingness to subscribe to the ideals and patterns of life and conduct of the Northwestern community, as outlined in the "Declaration of Christian Community" in the application packet and the Graduate & Continuing Education Student Handbook.
3. A bachelor's degree earned from a regionally accredited institution, with a minimum of a 3.0 cumulative GPA.
4. Submission of official transcript(s) from all previous undergraduate and graduate institutions.
5. Submission of application and required essays.
6. Submission of two letters of recommendation (pastor and employer or the equivalents).
7. Submission of at least one of the following as an indicator of academic ability:
    a. An academic reference form (provided by NWC in the application packet) from an employer, supervisor or former professor **or**
    b. GRE or GMAT scores at or above the 50th percentile.

Graduate Admission Reference

Request for Recommendation

The applicant named below has applied for admission to the Northwestern College Center for Graduate Studies. Two recommendations—one from a professor or supervisor and one from a pastor or church elder—are required for admission. The applicant is requesting from you an admission reference verifying current work, ministry or volunteer experience that indicates leadership experience/potential. References may not be provided by immediate family members.

CONFIDENTIALITY: Federal law gives students the option of waiving their right to see specific letters of recommendation. If the applicant has not signed the waiver statement below, Northwestern College will assume that you are submitting information with full knowledge that it may be seen by the applicant if he/she is accepted and enrolls at Northwestern College. If the waiver is signed, your recommendation will remain confidential.

Please complete the TO BE COMPLETED BY REFERENCE section below. Thank you for your prompt attention to this request.

TO BE COMPLETED BY APPLICANT

LEGAL FIRST NAME FULL MIDDLE NAME LAST NAME

Graduate program you are applying for:_____

OPTIONAL: **APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL INFORMATION STATEMENT**
I waive my right of access to information contained on this recommendation form and agree that this statement shall remain confidential.

APPLICANT SIGNATURE DATE

TO BE COMPLETED BY REFERENCE

FIRST NAME LAST NAME

TITLE EMPLOYER

( )
PHONE E-MAIL

STREET CITY STATE ZIP

Rate the applicant in the following areas:

	Above average (4)	Average (3)	Below Average (2)	Not Observed (1)
Academic Ability	☐	☐	☐	☐
Decision-making	☐	☐	☐	☐
Problem-solving	☐	☐	☐	☐
Interpersonal Communication	☐	☐	☐	☐
Oral Communication	☐	☐	☐	☐
Written Communication	☐	☐	☐	☐
Planning Ability	☐	☐	☐	☐

(OVER)

	Above average (4)	Average (3)	Below Average (2)	Not Observed (1)
Integrity	☐	☐	☐	☐
Initiative	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐
Self-confidence	☐	☐	☐	☐
Internet/Technology Skills	☐	☐	☐	☐
Overall Leadership Potential	☐	☐	☐	☐
Visionary	☐	☐	☐	☐

Relationship

Relationship to the applicant:_____

Assessment of Applicant

1. Please expand on the qualities rated above and on page 1 of this form.

_____

_____

2. Please identify particular strengths, special abilities, potential limitations, and the applicant's ability to succeed in graduate education.

_____

_____

3. What else would you like us to know about the applicant?

_____

_____

Recommendation

Do you recommend that the applicant be admitted to the Northwestern College Center for Graduate Studies?

☐ YES, WITHOUT RESERVATION

☐ YES, WITH SOME RESERVATION (PLEASE EXPLAIN)_____

☐ NO (PLEASE EXPLAIN)_____

Reference Signature

_____

SIGNATURE PRINT NAME DATE

MAIL TO:
CENTER FOR GRADUATE STUDIES
NORTHWESTERN COLLEGE
3003 SNELLING AVENUE NORTH
ST. PAUL, MN 55113-1598

NORTHWESTERN COLLEGE
GRADUATE & CONTINUING EDUCATION

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Graduate program you are applying for:_____

OPTIONAL: **APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL INFORMATION STATEMENT**
I waive my right of access to information contained on this recommendation form and agree that this statement shall remain confidential.

APPLICANT SIGNATURE DATE

TO BE COMPLETED BY REFERENCE

FIRST NAME LAST NAME

TITLE EMPLOYER

( )
PHONE E-MAIL

STREET CITY STATE ZIP

Rate the applicant in the following areas:

	Above average (4)	Average (3)	Below Average (2)	Not Observed (1)
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Decision-making	☐	☐	☐	☐
Problem-solving	☐	☐	☐	☐
Interpersonal Communication	☐	☐	☐	☐
Oral Communication	☐	☐	☐	☐
Written Communication	☐	☐	☐	☐
Planning Ability	☐	☐	☐	☐

(OVER)

	Above average (4)	Average (3)	Below Average (2)	Not Observed (1)
Integrity	☐	☐	☐	☐
Initiative	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐
Self-confidence	☐	☐	☐	☐
Internet/Technology Skills	☐	☐	☐	☐
Overall Leadership Potential	☐	☐	☐	☐
Visionary	☐	☐	☐	☐

Relationship

Relationship to the applicant:_____

Assessment of Applicant

1. Please expand on the qualities rated above and on page 1 of this form.

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2. Please identify particular strengths, special abilities, potential limitations, and the applicant's ability to succeed in graduate education.

_____

_____

3. What else would you like us to know about the applicant?

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_____

Recommendation

Do you recommend that the applicant be admitted to the Northwestern College Center for Graduate Studies?

☐ YES, WITHOUT RESERVATION

☐ YES, WITH SOME RESERVATION (PLEASE EXPLAIN)_____

☐ NO (PLEASE EXPLAIN)_____

Reference Signature

_____

SIGNATURE PRINT NAME DATE

MAIL TO:
CENTER FOR GRADUATE STUDIES
NORTHWESTERN COLLEGE
3003 SNELLING AVENUE NORTH
ST. PAUL, MN 55113-1598

NORTHWESTERN COLLEGE
GRADUATE & CONTINUING EDUCATION

A Declaration of Christian Community

WE WILL HONOR CHRIST

We at Northwestern College and Northwestern Media have decided that whatever we do, for as long as we choose to be involved in this community, as students, teachers, administrators, on the board of trustees, as employees in the college or the radio ministry, wherever we choose to live, our relationship to Jesus Christ and commitment to obey God's Word will be at the very center. This promise to God and to each other is what binds us together and sets us apart from the world. We believe that it is our duty, honor and delight to live under the Lordship of Christ, to study His Holy Scriptures, to reach all nations with the gospel of salvation through faith in Christ and teach them how to be disciples, to participate in the relentless and joyous pursuit of His truth, and we believe it is our privilege and responsibility to live in community with other believers who feel the same.

WE WILL STRIVE FOR CHRIST-CENTERED COMMUNITY

We, as members of Northwestern's Christ-centered community, will strive to love our God and each other as He loves us (Matt. 22:37–39): with kindness, mercy, faithfulness, gentleness, grace, patience and perseverance (Gal. 5:22, 23; Jas. 1:4). We will love what is good and abhor what is evil (Rom. 12:9). We will seek righteousness and justice. We are willing to be as servants to each other. We will encourage and support each other (Heb. 10:24). We value the passionate exchange of ideas, but we will strive to resolve conflicts with humility, kindness, mutual respect and Christ-like love (Col. 3:13, 14). We are to be faithful witnesses to the gospel (1 Pet. 3:15), people of integrity, practicing good works and self-control, with lives filled with prayer, joy and thanksgiving (1 Thess. 5:15–22).

AS EMPLOYEES, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As employees of Northwestern, we agree to put Jesus Christ at the center of our lives and work. We will strive to live and work in Christ-like community, dedicated to each other and our God, for the betterment of His Kingdom, His people and to Northwestern. We will respect each other: our peers, our students, our listeners, those to whom we answer and those who answer to us (1 Pet. 2:17), knowing that Christ has brought us together to further His plan and for His glory. We will value individuality and work for commonality (Phil. 2:2). We will strive to protect the weakest members of our community (Psa. 41:1). We voluntarily abstain from certain activities that might draw us or others away from God (1 Cor. 8:9–13; Gal. 5:19–21), particularly on behalf of those students and listeners who are new to their freedom and have placed themselves in our environment or in our care.

AS LEADERS, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As leaders in the Northwestern community, whether serving as a manager, director, department head, vice president, cabinet member, president or board member, we will be prayerful in our decisions, receptive to the needs of the community, dedicated to the present and future welfare of Northwestern. We will be good stewards of the responsibilities that have been temporarily placed in our care, and seek God's wisdom with humility and a servant heart, and pursue excellence with compassion and Christ-like love (Col. 3:12).

AS FACULTY MEMBERS, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As faculty members, we dedicate ourselves to our students and to each other in the community for the glory of God and the relentless and joyous pursuit of His truth. We will strive for excellence as teachers and as scholars. We will be good stewards of the responsibilities of our positions, building up and encouraging those around us (1 Thess. 5:11), and be faithful mentors and instructors to the students whom God has temporarily entrusted to our care.

AS STUDENTS, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As students at Northwestern College, we will strive to create an atmosphere of Christ-centered community. We will put our relationship to Jesus Christ at the center of our lives and our studies (Gal. 2:20). As students, we agree to watch out for each other, support each other, encourage each other, push ourselves and each other to work our hardest, to live with integrity, to pursue God's truth, to do our very best for the benefit of ourselves and other students, the benefit of Northwestern College, its faculty and staff, and for the glory of our Lord and Savior Jesus Christ (Col. 3:17). In our language and our actions, we will honor and respect those in leadership positions. We will consider the weaknesses of others as important as our own freedoms or personal strengths for the greater good (Rom. 14:19–21), acknowledging that each student comes to Northwestern from a different place in his or her spiritual journey. We agree to protect the weaker members of the community, even ourselves. We will depend on each other and be dependable. We understand that many rules and guidelines at Northwestern College, instituted and followed by the whole community for the safety and benefit of all, were created to instruct and steer us into right choices, foster true Christ-centered community during our years here, and teach us how to spread Christ-centered community to others.

NORTHWESTERN WILL BE SET APART

We pledge to set ourselves apart as a community of believers for the glory of God. We will hold ourselves accountable to each other, so that, with the sustaining support of the Holy Spirit, we will stand together against the dangers of our fallen world and our own sinful impulses. We stand together against all that the Bible clearly condemns: greed and materialism, dishonesty (plagiarism included), prejudice, social injustice, impurity and debauchery, casual and disrespectful use of the name of the Lord, drunkenness, violent behavior, occult practices, hatred, jealousy, pride and discord, immodesty in dress or behavior, sexual immorality (including the use of pornography), premarital sex, homosexual behavior and all other sexual relations outside the bounds of marriage between one man

and one woman, murder/homicide (including abortion), slander, gossip, gluttony, vulgar or obscene language and any activities that are illegal (Col. 3:5–11; Gal. 5: 19–21; Rom. 1:21–27; 1 Cor. 6:9–10).

We also stand together to better carry each other's burdens (Rom. 14:19–21). We understand that sometimes, for the cause of a stronger, safer society and workplace and the gentle support of each other, we are called to exercise our freedom to abstain from activities that might cause others to fall away.

We stand together to protect our community from any illegal or dangerously addictive substances, knowing they can destroy the lives of all who become entangled with them. The sale, possession, and use of non-medicinal drugs, and the recreational use and abuse of over-the-counter and pharmaceutical drugs are strictly prohibited.

We do not care to participate in society's casual acceptance of gambling. Any games of chance where money or valuables are risked on the outcome will not be promoted and should be avoided by all members.

The Bible clearly demonstrates that throughout the cultures of the Old and New Testaments, the moderate use of alcohol is accepted and prevalent (e.g. 1 Tim. 5:23; Isa. 55:1). In our contemporary American culture, however, the abuse of alcohol has been the cause of tremendous heartache and tragedy, particularly in the hands of the young, and we will stand together as a community to make sure that the use of alcohol will not be promoted, nor its abuse tolerated at Northwestern (cf. Prov. 23:20; Eph. 5:18).

Likewise, Northwestern will not participate in society's casual acceptance of tobacco, a substance whose highly addictive qualities and life-threatening potential have been well documented. Although the Bible does not deal directly with the use of tobacco, the Lord clearly expects His children to value their own lives as well as protect the lives of others (cf. Gen. 9:6; John 15:13).

We agree and accept that Northwestern and all its functions will be alcohol and tobacco free. This includes on or around all campus properties, owned or leased, all college vehicles, whether on or off campus and all Northwestern events, wherever they may be held. As members of the Northwestern community who are not traditional undergraduates, we will refrain from the consumption of any tobacco products or alcoholic beverages at any Northwestern-related event or gathering, formal or informal, and/or at any public or private setting in which any traditional undergraduate members are or are likely to be present.

If we are traditional undergraduates, we will refrain from the consumption of alcoholic beverages and tobacco products.
We agree to abide by the student and employee handbooks for specific guidelines, information on special provisions (for example, the sacramental use of wine) and all related disciplinary procedures.

WE WILL EXERCISE RESPONSIBLE FREEDOM

As faithful followers of Christ and as members of Northwestern, we will exercise our God-given freedoms responsibly, with thoughtful discretion. In all matters of entertainment and culture, we will keep as a guide the words of Philippians 4:8: "Finally, Brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

We agree not to participate in any kind of entertainment that could be considered immodest, prurient, or harmfully violent (cf. Gal. 5:19–23). We will seek the guidance of the Holy Spirit and hold each other accountable (Matt. 18:15–19) when participating in all forms of amusements and entertainment, such as television, music, video, video games, movies, Internet, concerts and dancing.

A COMMUNITY WITHOUT BORDERS

We seek a joyous and enriching community, set apart for the glory of God, inhabited by people who treat each other with Christ-like love, humility and kindness, working together for the benefit of Northwestern in the pursuit of God's truth and the spread of His gospel. As long as I enjoy the privilege of membership, wherever I am in the world, I will strive to represent my community with integrity. I will remember that I am, above all, an ambassador of Christ and His Kingdom. Officially, I will consider myself a member of the Northwestern College community for the entire length of my employment, my leadership role, and/or my association as a student.

THIS IS MY COVENANT

This document is a formal statement of individual commitment and shared purpose. I understand that, if I am accepted into Northwestern College, I will be a productive member of the community and I will choose to live by the principles and expectations contained in this Declaration of Christian Community. I also understand that failure to live within these guidelines can result in disciplinary action up to and including dismissal from the College.

I want to be a member of this Christ-centered community. I will follow these guidelines with integrity, and I want to experience the privileges and benefits that, by God's grace, each community member hopes and expects to enjoy.