



# APPLICATION INFORMATION

*Special Student*

We are pleased that you have made the decision to apply for admission as a Special Student (SS) at the International Graduate School of Leadership (IGSL). The following information will help you properly complete the application process.

Individuals who are considering seminary education but are not yet certain of God's leading can take a limited number of classes as Special Students. However, the number of special students allowed each term is limited, and not all classes are available to students in this classification. For further information, please contact the Office of Admissions.

## UNDERSTANDING NON-DEGREE STUDENT CLASSIFICATIONS

1. *Audit Student*: Audit status is available to anyone who desires to take a course for personal enrichment without receiving credit for the course. An Audit Student only needs to complete a Special Student application, enroll in classes, and pay related fees. However, should he/she desire to receive credit for coursework done as the term progresses, he/she should first pass the English Proficiency Test (EPT) and receive prior approval from the Admissions Committee. Courses are open to Audit Students on a space-available basis only, and instructors are not required to grade their coursework. Class fees are the same as those of Degree Students.
2. *Special Student*: An individual who has not been admitted to a degree program may be allowed to take courses for graduate credit as a Special Student. Special Students must hold a Bachelor's degree, complete a Special Student application, pass the EPT, and be accepted for the Special Student status. They are allowed to take a total of 32 credit hours on a space available basis. Acceptance as a Special Student does not guarantee regular admission. Class fees are the same as those of Degree Students. Students from developing countries who are not receiving institutional scholarships or grants may request a subsidy prior to registration, which covers more than half of the student's regular tuition.
3. *Visiting Student*: A non-IGSL Student who will only take a modular class offered by IGSL. Visiting Students have no admission requirements. Contact the IGSL Accounting Office regarding fees.

## GENERAL GUIDELINES

**Submit all required materials in English without extensive help from other people.** Your ability to properly follow instructions and provide the requested application information will help the Admissions Committee determine whether your English ability is sufficient for the classes offered by the school.

**Do not alter application forms.** If you want to make electronic copies of application forms and complete them using your computer, you must not alter the forms by adding or deleting the lines or spaces that are provided for various responses. Rather, the original layout must be retained on each page and any information you type must be contained in the designated space. Use checkmarks to indicate your answers where boxes are provided for answers. You must sign in ink where requested to do so.

**Do not send application materials until your application is complete.** If at any point in the application process, you encounter difficulty in completing the steps, request clarification on how to proceed from the Office of Admissions. The Admissions Committee will not review and act on your application until all of the requirements for the application have been fulfilled.



## ADMISSION REQUIREMENTS

All Special Student applicants must complete the following requirements:

1. *Special Student Application form* completed, signed, including a recent 5 cm x 5 cm (2x2 in.) photograph. A close-up of head and shoulders is preferred. **Note:** Type or write legibly. International applicants must use their passport name on all forms. Filipino applicants must use their birth certificate name. This name will be used on your transcripts and your diplomas.
2. *Official Transcripts of Academic Records* and clear photocopies of *diplomas, certificates, and/or professional licenses* from all schools attended at the college/university level or beyond. The academic requirement is a Bachelor of Arts degree or its equivalent with a 2.5 grade point average or better (on a 1-4 scale, 4.0 highest). Exceptions are weighed carefully. **Note:** Filipino applicants must provide original copies of their official transcript of records. International applicants must provide an official translation for transcripts or mark sheets not written in English. All transcripts submitted must include the school's grading system.
3. *Completed Personal Testimony*
4. *Signed IGSL Statement of Faith*
5. The *Doctrinal Survey form* must be completed by typing or writing legibly and without using helps, including the Bible. Provide this information from memory within the space provided.
6. For current Campus Crusade for Christ Staff: *CCC Staff Agreement Form* signed by the applicant, the national director, and Director of Affairs (DOA) for his or her area. Former CCC staff must provide recommendation letters from their former CCC directors or immediate supervisors (i.e. those whom you worked closely with).
7. For international applicants who are already in the Philippines: *9(g) Visa or Alien Certificate of Registration*.
8. A minimum of two (2) *Reference forms*, including one person from each category given below.
  - a. Pastor or ministry leader of home church
  - b. Most recent employer or immediate supervisor (whether ministry or secular)

Except for reference (a), you select individuals who know you well enough (i.e. at least two years) to effectively answer the questions on the reference forms and who will return the required forms without delay. **Do not use a relative as a reference unless he/she is the current pastor or ministry leader of your church, or is an IGSL graduate.**

Before giving the forms to your references, be sure to complete the top portion of each form. Print your name, check (✓) or shade the box that corresponds to the program for which you are applying, then sign and date the waiver option if you agree with it. Your references should mail the forms directly to the Office of Admissions at IGSL. Please provide a postage-ready envelope addressed to the Office of Admissions for each reference to use when sending the completed form directly to IGSL. On your application form, be sure to give the names and complete contact information for all references so we can verify receiving all the reference forms.

Once an application has been received, the applicant will be notified regarding the date of the EPT and, if requested by the Admissions Committee, the date he or she will have a personal interview and/or psychological evaluation.

All non-native speakers of English are required to pass the EPT (75 or higher overall, 70 or higher for each section) administered by IGSL, unless they have passed the TOEFL exam with a score of 500 or higher on the paper version (173 or higher for computer version) or the IELTS exam with an overall band score of 6.0 or higher.

Once all admission requirements and application procedures have been fulfilled, the Admissions Committee will review your application and make the final decision. You will then be notified of the result of your application for admission.

**Note: If you are from a developing country, have legitimate financial needs, and are not receiving institutional scholarships or grants, you may apply for a tuition fee subsidy that covers more than half of tuition costs.**