

Diploma in Ignatian Spirituality Program
Admissions Application Process
Checklist

Step One (*all applicants*)

- _____ Make an appointment to meet with Professor Maureen McDonnell (maureen.macdonnell@utoronto.ca), or Professor Monty Williams (monty.williams@me.com), or an approved alternative if you have not yet done so. Special arrangements can be made to conduct alternative interviews (e.g. by telephone) for applicants from outside Toronto.
- _____ Complete the Regis College Application Forms.
- _____ Complete the University of Toronto Student Information Form.
- _____ Complete the Self-Evaluation Form.
- _____ A Student Information Statement on your reasons for wishing to enroll in the Program.
- _____ A four to five page paper (typewritten) on personal spiritual development noting significant moments, persons, issues, challenges, gifts.
- _____ Mail all the above with a \$25.00 non-refundable application fee to The Registrar, Regis College, 100 Wellesley Street W., Toronto, Ontario, Canada M5S 2Z5.

You will receive an acknowledgment from the Registrar's Office when your application is received, indicating that an admissions file had been opened for you.

Step Two (*all applicants*)

- _____ Arrange to have official transcripts for all your post-secondary studies sent directly to The Registrar at Regis College by contacting the Registrar's Office of the institution concerned.
- _____ Give a list of four referees (form attached). Ask two referees to complete the enclosed Reference Forms. Appropriate referees should know you in an academic, church, volunteer service or professional setting. At least one referee should be able to comment on your personal and ministerial abilities or potential. Referees should send the references directly to the Registrar at Regis College in envelopes sealed and signed at the back.

Step Three (*for all applicants whose first language is not English*)

- _____ Arrange to take a TOEFL (Test of English as a Foreign Language) exam and have the results forwarded to the Registrar's Office. This requirement can be waived for students who are able to prove that they have been working in an English environment. If you have questions about how to register for the TOEFL, the Registrar is happy to be of assistance.

Step Four (*international applicants only*)

- _____ Applicants who are not Canadian citizens must either provide proof that they already possess Landed Immigrant Status or a Canadian Student Visa or must be prepared to seek a Canadian Student Permit as soon as notice of admission has been received from the College and before registering for the first semester. The Registrar is able to provide assistance to students seeking Canadian Student Visas.

Admission decisions are made once your admission file is complete and your admission interview has taken place.



Regis College

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DIPLOMA IN IGNATIAN SPIRITUALITY PROGRAM

SOCIAL INSURANCE NUMBER		Program Application Form			U. OF T. STUDENT NUMBER (if any)						
FULL LEGAL NAME		SURNAME			GIVEN NAMES (IN FULL)						
<input type="checkbox"/> MR <input type="checkbox"/> OTHER <input type="checkbox"/> MS											
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE				DATE OF BIRTH			E-MAIL				
MARITAL STATUS SING. MAR. WD. DIV. SEPARATED OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				MONTH	DAY		YEAR				
PRESENT MAILING ADDRESS	STREET	APT/SUITE #	CITY/TOWN	PROV./COUNTRY	POSTAL CODE		TELEPHONE (area code)				
PERMANENT MAILING ADDRESS	STREET	APT/SUITE #	CITY/TOWN	PROV./COUNTRY	POSTAL CODE		TELEPHONE (area code)				
RELIGIOUS DENOMINATION	<input type="checkbox"/> JESUIT <input type="checkbox"/> DIOCESAN <input type="checkbox"/> LAY <input type="checkbox"/> OTHER RELIGIOUS _____			COUNTRY OF CITIZENSHIP		IF YOU ARE NOT A CANADIAN CITIZEN PLEASE INDICATE (IMPORTANT)					
DIOCESAN OR CONGREGATION NAME & ADDRESS				TELEPHONE (area code)		<input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> STUDENT VISA <input type="checkbox"/> OTHER VISA					
PRESENT MINISTRIES											
PREVIOUS MINISTRIES											
ACADEMIC BACKGROUND	DEGREE	YEAR	MAJOR	INSTITUTION							
ACADEMIC BACKGROUND (POST B.A.)	DEGREE	YEAR	MAJOR	INSTITUTION							

STUDENT'S SIGNATURE _____

DATE: _____

PERSONAL INFORMATION STATEMENT

Please submit a typewritten statement indicating your reasons for wishing to enroll in the Diploma in Ignatian Spirituality Program. Include the following at the beginning of your Statement:

Diploma in Ignatian Spirituality Program
Admission Application
Information Statement

Name: _____

Date : _____

PERSONAL SPIRITUAL DEVELOPMENT PAPER

Please submit a typewritten four to five page paper on personal spiritual development noting significant moments, persons, issues, challenges, and gifts. Include the following at the beginning of your Paper:

Diploma in Ignatian Spirituality Program
Admission Application
Personal Spiritual Development

Name: _____

Date : _____

REFERENCES

Please complete and ask two listed from below to complete the enclosed Reference Forms.

1. Name _____

2. Name _____

Address _____

Address _____

Email _____

Email _____

Phone No. _____

Phone No. _____

3. Name _____

4. Name _____

Address _____

Address _____

Email _____

Email _____

Phone No. _____

Phone No. _____



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Diploma in Ignatian Spirituality Program Self-Evaluation Form

Note to Candidates: The **Diploma in Ignatian Spirituality Program** is for women and men interested in developing the ministry of spiritual direction with an emphasis on the apostolate of the Spiritual Exercises.

These would include religious and lay people, drawn from North America and internationally - as well as those who are in training to assume positions of leadership in diverse Christian traditions and are seeking practical training in discernment, facilitation of groups, and ways of reading contemporary culture.

This Diploma addresses the needs of those who are becoming more involved in the apostolate of the Spiritual Exercises.

This course of studies provides the opportunity for ongoing formation of spiritual directors with an emphasis on Ignatian spirituality, and on the Spiritual Exercises in a closed 30 day retreat or in an adapted setting such as the Spiritual Exercises in Everyday Life.

The Diploma accommodates people with different skills, needs and qualifications with individualized programs of study.

The Diploma can be completed in a single academic year of full-time study or may be pursued on a part-time basis over several years.

The program combines courses in theological studies with practical experience under supervision in spiritual direction, workshops on recollection and appropriation, retreats, facilitation and discernment processes.

Name of Candidate: _____

Please describe yourself with respect to the following skills, characteristics, aptitudes and capacities. In circling responses, please note that 5 = an area established strength, 4 = proven ability, 3 = some ability, 2 = show aptitude, 1 = would need to overcome obstacles to develop in this area, 0 = unable to judge.

Communication, Learning

academic ability	5	4	3	2	1	0
offers constructive feedback	5	4	3	2	1	0
writing skills	5	4	3	2	1	0
speaks well in public	5	4	3	2	1	0
able to solve problems	5	4	3	2	1	0
listening skills	5	4	3	2	1	0
able to revise a position	5	4	3	2	1	0
is self reflective	5	4	3	2	1	0

Faith

faith is a part of daily life	5	4	3	2	1	0
prayerful	5	4	3	2	1	0
appreciates the gifts of others	5	4	3	2	1	0
concerned about injustice	5	4	3	2	1	0
accepts limitations of others	5	4	3	2	1	0
self-awareness	5	4	3	2	1	0

Interiority Analysis

has a mature self-knowledge	5	4	3	2	1	0
knows areas of growth potential	5	4	3	2	1	0
aware of the dynamics of self-transcendence in one's life history	5	4	3	2	1	0
aware of the dynamics of self-enclosure in one's life history	5	4	3	2	1	0
has a sense of rootedness in God's love	5	4	3	2	1	0
has significant life experience	5	4	3	2	1	0

Social, Pastoral

takes initiative	5	4	3	2	1	0
empathetic to others	5	4	3	2	1	0
relates well to other cultures	5	4	3	2	1	0
able to receive criticism	5	4	3	2	1	0
adapts well to change	5	4	3	2	1	0
works well in team setting	5	4	3	2	1	0
have a sense of humour	5	4	3	2	1	0
sets realistic goals	5	4	3	2	1	0
manages conflict well	5	4	3	2	1	0
able to keep a confidence	5	4	3	2	1	0
responsible	5	4	3	2	1	0
seeks the advice of others	5	4	3	2	1	0
sees what is different from one as invitation to community	5	4	3	2	1	0

The following questions are formulated to assist the staff of the DIS Program in getting to know you better in terms of background, experience, call to this ministry.

1. Have you received training/formation as a spiritual director within another context? If yes, where and when? How would you evaluate the training you have received? Are you presently serving as a spiritual director/companion to others and how does this affirm your desire to seek further formation?
2. Please indicate any institutes or workshops in which you have been involved (e.g. social analysis, gospel awareness, justice, personal integration or spirituality) over the past five years.
3. What do you consider to be most helpful to you as you pursue your own personal growth and spiritual development? i.e. forms of prayer, meditation groups, community participation and service?
4. As you consider the ministry of spiritual direction are there particular contexts, or groups of people you would see yourself serving in the future?
5. What gifts do you bring to this diploma program and in what areas do you feel you need to grow?
6. Have you been under professional, psychological, or special medical care within recent years? If so please give details.
7. What retreat experience do you have?
8. Please include a recent photo of yourself.



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Diploma in Ignatian Spirituality Program Referee Evaluation Form

Note to Referees: The candidate is applying to a *Diploma in Ignatian Spirituality Program* at Regis College, a founding member of the Toronto School of Theology, a federated college of the University of Toronto. The *Diploma in Ignatian Spirituality Program* is for women and men interested in developing the ministry of spiritual direction with an emphasis on the apostolate of the Spiritual Exercises.

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Please place the completed reference form into an envelope, seal and sign at the back, and address it to: Registrar, Regis College, 100 Wellesley Street W., Toronto, Ontario, Canada M5S 2Z5.

Name of Candidate: _____

Name of Person Completing Reference: _____

Address _____ Email _____

In what capacity do you know the candidate? _____

How long have you known the candidate? _____

Phone number where you may be contacted for further information (____) _____

Please describe the candidate with respect to the following skills, characteristics, aptitudes and capacities. In circling responses, please note that 5 = an area of established strength, 4 = proven ability, 3 = some ability, 2 = show aptitude, 1 = would need to overcome obstacles to develop in this area, 0 = unable to judge.

Communication, Learning

academic ability	5	4	3	2	1	0
offers constructive feedback	5	4	3	2	1	0
writing skills	5	4	3	2	1	0
speaks well in public	5	4	3	2	1	0
able to solve problems	5	4	3	2	1	0

listening skills	5	4	3	2	1	0
able to revise a position	5	4	3	2	1	0
is self-reflective	5	4	3	2	1	0

Faith

faith is a part of daily life	5	4	3	2	1	0
prayerful	5	4	3	2	1	0
appreciates the gifts of others	5	4	3	2	1	0
concerned about injustice	5	4	3	2	1	0
accepts limitations of others	5	4	3	2	1	0
self-awareness	5	4	3	2	1	0

Social, Pastoral

takes initiative	5	4	3	2	1	0
empathetic to others	5	4	3	2	1	0
relates well to other cultures	5	4	3	2	1	0
able to receive criticism	5	4	3	2	1	0
adapts well to change	5	4	3	2	1	0
works well in team setting	5	4	3	2	1	0
has a sense of humour	5	4	3	2	1	0
sets realistic goals	5	4	3	2	1	0
manages conflict well	5	4	3	2	1	0
able to keep a confidence	5	4	3	2	1	0
responsible	5	4	3	2	1	0
seeks the advice of others	5	4	3	2	1	0
sees what is different from one as invitation to community	5	4	3	2	1	0

Please respond to the following questions as you are able, with short comments. Attach a separate sheet if you wish to comment further.

1. How long have you known the applicant? What is your relationship to him/her (friend, professor, spiritual director, community member, supervisor, superior, etc.)?
2. Have you lived with or worked with the applicant? What can you tell us about his/her ability to interact with others? What are the strengths and weaknesses that he/she brings to a community or work situation? How would the person function as part of a team of men and women, religious and lay, etc.?

6. What is your appraisal of the applicant's personal spiritual maturity and practice?

7. What is your opinion of the applicant's psychological maturity and ability for spiritual direction ministry?

8. In your experience is this person able to share in small groups? Are they able to share their values, and inner experiences?

9. Please mention at least one relevant area of the applicant's life or work which you feel is in need of growth?

10. Do you recommend the candidate for admission into a ministry and leadership preparation program? Please check only one of the following and comment as necessary. Attach a separate sheet if you wish to comment further.

- Yes, with no reservations.
- Yes, with the following reservation(s).
- Yes, but on the following condition(s).
- No. Defer until the following is addressed.
- No.

Signature: _____

Date: _____



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listening skills	5	4	3	2	1	0

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is self-reflective	5	4	3	2	1	0

Faith

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Social, Pastoral

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adapts well to change	5	4	3	2	1	0
works well in team setting	5	4	3	2	1	0
has a sense of humour	5	4	3	2	1	0
sets realistic goals	5	4	3	2	1	0
manages conflict well	5	4	3	2	1	0
able to keep a confidence	5	4	3	2	1	0
responsible	5	4	3	2	1	0
seeks the advice of others	5	4	3	2	1	0
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- No. Defer until the following is addressed.
- No.

Signature: _____

Date: _____