

Diploma in Spiritual Direction Program
Admissions Application Process
Checklist

Step One (*all applicants*)

- _____ Make an appointment to meet with the DSD Program Director, Professor Maureen McDonnell (maureen.macdonnell@utoronto.ca) if you have not done so yet. 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.
- _____ Include the one-page Student Information Statement on your reasons for wishing to enroll in the Program.
- _____ 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.
- _____ 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 Visa 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

Federated with the University of Toronto
 Founding Member of the Toronto School of Theology

DIPLOMA OF SPIRITUAL DIRECTION PROGRAM

SOCIAL INSURANCE NUMBER								Program Application Form				U. OF T. STUDENT NUMBER									
FULL LEGAL NAME												SURNAME				GIVEN NAMES (IN FULL)					
<input type="checkbox"/> MR <input type="checkbox"/> MS				<input type="checkbox"/> OTHER																	
SEX						<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DATE OF BIRTH				E-MAIL									
MARITAL STATUS						SING.		MAR.		WD.		DIV.		SEPARATED		MONTH		DAY		YEAR	
OTHER						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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"/> _____ <input type="checkbox"/> JESUIT <input type="checkbox"/> DIOCESAN 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: _____

Student Information Form

SOCIAL INSURANCE NUMBER						TORONTO SCHOOL OF THEOLOGY AND UNIVERSITY OF TORONTO INFORMATION SYSTEMS SERVICES		U. OF T. STUDENT NUMBER					
SURNAME							DATE OF BIRTH > YEAR: _____ MONTH : _____ DAY : _____						
PREVIOUS SURNAME (IF APPLICABLE)													
GIVEN NAMES (IN FULL)								GENDER					
TITLE CODE <input type="checkbox"/> MRS. <input type="checkbox"/> MR.. <input type="checkbox"/> MS. <input type="checkbox"/> REV. <input type="checkbox"/> FR. <input type="checkbox"/> SR. <input type="checkbox"/> OTHER								<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE					
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED/WER <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> OTHER													
MOTHER TONGUE <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER _____						COUNTRY OF CITIZENSHIP							
IF YOU ARE NOT A CANADIAN CITIZEN, PLEASE CHECK RELEVANT BOX BELOW: <input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> STUDENT VISA <input type="checkbox"/> OTHER VISA							DATE OF ENTRY INTO CANADA						
MAILING ADDRESS	STREET: >					APT/SUITE #: >							
	CITY/TOWN: >					PROV./COUNTRY: >							
	POSTAL CODE:>					HOME TEL.: > ()							
	WORK TEL.: > ()					E-MAIL : (important) >							
PERMANENT HOME ADDRESS	STREET: >					APT/SUITE #: >							
	CITY/TOWN: >					PROV./COUNTRY: >							
	POSTAL CODE: >					TEL.: > ()							
<input type="checkbox"/> SAME AS ABOVE													
I HAVE PREVIOUSLY ATTENDED THE FOLLOWING UNIVERSITIES UNIVERSITIES				DEGREE SOUGHT AND/OR OBTAINED		IF BACHELORS, INDICATE LENGTH OF PROGRAMME		CHECK IF DEGREE CONFERRED		HIGHEST ACADEMIC YEAR ATTENDED	ATTENDED		
											FROM - TO		
I HAVE PREVIOUSLY APPLIED TO TST OR U.OF T.: <input type="checkbox"/> YES <input type="checkbox"/> NO													
I AM SEEKING THE FOLLOWING DEGREE OR DIPLOMA (IF ANY) AT TST:													
I PROPOSE TO REGISTER AS A : <input type="checkbox"/> FULL- TIME STUDENT <input type="checkbox"/> PART-TIME STUDENT													
I PROPOSE TO REGISTER IN THE : <input type="checkbox"/> FALL SEMESTER (<i>September</i>) <input type="checkbox"/> SPRING SEMESTER (<i>January</i>) <input type="checkbox"/> SUMMER SEMESTER													

DATE: _____ **STUDENT'S SIGNATURE:** _____

Regis College
Diploma in Spiritual Direction Program
Admission Application

Student Information Statement

Name: _____

Please state your reasons for wishing to enroll in the Diploma in Spiritual Direction Program. Answers should be typewritten. Thank you.



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Diploma in Spiritual Direction Program Self-Evaluation Form

Note to Candidates: The **Diploma in Spiritual Direction** is for women and men interested in pursuing the ministry of spiritual direction. The program is designed for those first discerning a potential involvement in this ministry as well as experienced spiritual directors who seek ongoing professional development. The program combines courses in theological studies with a transformative method of preparation for ministry. Candidates are expected to have considerable life experience and a high level of maturity. Candidates bring a capacity for genuine self-awareness to a reflective process of supervision. The Diploma is usually completed concurrently with another program, yet is open to students with previous theological and pastoral education. Students may be required to take additional courses as part of their preparation for this ministry. The diploma may be pursued on a full-time or a part-time basis.

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
offer constructive feedback	5	4	3	2	1	0
writing skills	5	4	3	2	1	0
speak 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

Faith

faith is a part of daily life	5	4	3	2	1	0
prayerful	5	4	3	2	1	0
appreciate 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

Social, Pastoral

takes initiative	5	4	3	2	1	0
empathetic to others	5	4	3	2	1	0
relate well to other cultures	5	4	3	2	1	0
able to receive criticism	5	4	3	2	1	0
adapt well to change	5	4	3	2	1	0
work well in team setting	5	4	3	2	1	0
have a sense of humour	5	4	3	2	1	0
set realistic goals	5	4	3	2	1	0
manage 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
seek the advice of others	5	4	3	2	1	0

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

1. Student directors are expected to participate personally in their own spiritual direction for at least two years before being accepted into the DSD program. Please comment on your experience of receiving spiritual direction. For how long have you been in direction? What has been most helpful to you in this relationship?
2. Have you ever made an 8-day retreat? If you have, where, when and what was your experience of the retreat?
3. Have you been informally accompanying others in their faith journey or been sought out as a listener to others? How has this encouraged you to seek out this program?
4. 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?
5. 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.
6. 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?
7. As you consider the ministry of spiritual direction are there particular contexts, or groups of people you would see yourself serving in the future?
8. What gifts do you bring to the ministry of spiritual direction and in what areas do you feel you need to grow?
9. Have you been under professional, psychological, or special medical care within recent years? If so please give details.
10. Please include a recent photo of yourself.



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Diploma in Spiritual Direction Program Referee Evaluation Form

Note to Referees: The candidate is applying to a **Diploma in Spiritual Direction Program** at Regis College, a founding member of the Toronto School of Theology, a federated college of the University of Toronto. The Diploma in Spiritual Direction is for women and men interested in pursuing the ministry of spiritual direction. The program is designed for those first discerning a potential involvement in this ministry as well as experienced spiritual directors who seek ongoing professional development. The program combines courses in theological studies with a transformative method of preparation for ministry. Candidates are expected to have considerable life experience and a high level of maturity. Candidates bring a capacity for genuine self-awareness to a reflective process of supervision. The Diploma is usually completed concurrently with another program, yet is open to students with previous theological and pastoral education. Students may be required to take additional courses as part of their preparation for this ministry. This diploma may be pursued on a full-time or a part-time basis.

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

6. 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: _____



Diploma in Spiritual Direction Program
Referee Evaluation Form

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Name of Candidate: _____

Name of Person Completing Reference: _____

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
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writing skills	5	4	3	2	1	0
speaks well in public	5	4	3	2	1	0
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listening skills	5	4	3	2	1	0
able to revise a position	5	4	3	2	1	0

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Signature: _____

Date: _____