



Application for Admission to the Diploma/Adv. Certificate Program

For help filling out this form, read the instructions on Page 2.

1. PERSONAL INFORMATION

Full Name: _____
Last First Middle

Current Address: _____
Number Street City State Zip

Phone Number: *Primary:* _____ *Secondary:* _____

Email Address: _____ Your occupation/profession: _____

Date of Birth: _____ City of Birth: _____ ST: _____ Country: _____

Marital Status: Single Married (Spouse's Name: _____) Widowed Divorced

Name of the church you presently attend: _____

Church Address: _____
Number Street City State Zip

2. PREVIOUS ACADEMIC EXPERIENCE

List schools attended beyond high school	Major	Years	Year graduated	Degree	An official transcript has been sent to the INSTE office
Name of school City, State					<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of school City, State					<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of school City, State					<input type="checkbox"/> Yes <input type="checkbox"/> No

3. PROGRAM INFORMATION

Admission Status: Initial admission Re-admission

Program: Diploma in Bible and Theology Advanced Certificate in Bible and Theology

4. MINISTRY MENTOR AND GROUP LEADER

Ministry Mentor's First and Last Name: _____

Group Leader's First and Last Name (if known): _____

5. ADMISSIONS ESSAY¹

On a separate page, reply to the following questions:

1. Describe your conversion and walk with Christ.
2. Explain how you expect your studies with INSTE Bible College will help you attain your ministry objectives.

I agree to the regulations set in the INSTE catalog valid at the time of my signing this application. I understand that my completion of this study program does not guarantee my acceptance for any position by any church or organization. I agree that it is my responsibility to verify the applicability of INSTE's credits toward any educational goal that I may have. I hereby affirm my commitment to the Lord and His Kingdom. I commit myself to the study of the Word and to putting it into practice in my life and ministry.

Signature _____

Date _____

6. INSTRUCTIONS

1. Please complete the previous form in its entirety prior to sending it to the INSTE office.
2. **Previous Academic Experience:** Official means the college or university sends your transcript directly to INSTE. If you wish to transfer credit, this must be done and your evaluation approved before you are admitted to one of our Level Two programs.
3. **Program Information:** You must re-apply to the Diploma Program after two years or more of non-enrollment or graduation at INSTE Bible College. By completing this application, you will need to fulfill the current requirements for graduation.
4. **Ministry Mentor and Group Leader:** Under the information for the Diploma Program on our website is the *Beyond Academics Manual*. Read it, and with the help of your group leader or a program advisor from the INSTE office (Online students), choose a candidate to be your ministry mentor. Give your prospective mentor a copy of the *Beyond Academics Manual*. Discuss with him/her the requirements and responsibilities of a ministry mentor. If s/he consents to be your ministry mentor, give him/her the ministry mentor data sheet included with this application form. (The *Beyond Academics Manual* can be found under "Academics," "Diploma Program" at inste.org.)
5. **Admissions Essay:** This essay will not be a deterrent from your admission to the program, but it will help us advise you and better help you achieve your ministry and academic objectives.
¹Diploma Applicants: Please answer the two essay questions by writing a total of 400-500 words. Your answers should be neat and legible and should include your first and last name at the top.
6. Give a recommendation form to your Certificate Program (Level One) group leader and the other to your Pastor or another leader in your church who knows you well. Be sure to include an envelope with each recommendation.
7. Fill out the Course Enrollment form.
8. Please sent to the INSTE office the following (individually if you are an online student or to your group leader is you are studying at your local church):
 1. Your Application for Admission, completely filled out, signed, and dated
 2. Essay for Admission
 3. Transcripts from previous colleges or universities if you wish to transfer credit
 4. Two recommendations
 5. Ministry mentor data sheet
 6. Course Enrollment form and payment

TOTAL PROGRAM COSTS

Prices are subject to change.

Advanced Certificate Program: The total cost, including enrollment fees, tuition, books, and shipping/handling, is \$2,880. This program consists of 12 courses and Beyond Academics as described in the catalog and on the website. Upon successful completion, the student will receive the Advanced Certificate in Bible and Theology.

Diploma Program: The total cost, including enrollment fees, tuition, books, and shipping/handling, is \$5,760. This program consists of 24 courses and Beyond Academics as described in the catalog and on the website. Upon successful completion, the student will receive the Diploma in Bible and Theology.

OTHER FEES

PDF Fillable Book.....	\$20
Total Cost for Audit.....	\$137.25
Reexamination Fee.....	\$25
Time Extension Fee.....	\$25
Standard Transcript Fee.....	\$5
Graduation Fee.....	\$85



Ministry Mentor Data Sheet

Diploma/Advanced Certificate Program

Student: Write your data below and give it to the person who will be your ministry mentor.

Student: _____ Student ID#: _____

This student is applying for the: Diploma in Bible and Theology Advanced Certificate in Bible and Theology

Group Leader: _____

Ministry Mentor: Please fill out this data sheet and return it to the student named above. By signing this sheet, you affirm your commitment to oversee the spiritual, ministry, and strategic development of this student.

MINISTRY MENTOR'S PERSONAL DATA

Full Name: _____

Address: _____
Number Street City State Zip

Phone Number: *Primary:* _____ *Secondary:* _____

Email Address: _____

MINISTRY DATA

Your present ministry position: _____

Church or ministry: _____

Church Address: _____
Number Street City State Zip

Phone Number: _____ Fax: _____

Past ministry experience: _____

Your relationship with the applicant: _____

How long have you known him/her? _____

What ministry or leadership gifts have you observed in the applicant? _____

Have you read the *Beyond Academics Manual*? Yes No *If not, ask the student to give you a copy of the Beyond Academics or find it at our website (inste.org, under "Academics," "Diploma Program").*

Thank you for being a part of the team to help this student develop spiritually, in ministry skills, and in the developing of the values that will form the foundation of his/her ministry.

Mentoring is simply

- One person (the mentor)
- sharing resources (experience, insight, counsel, skills, prayer, knowledge)
- with someone who needs it (the student).

Ministry Mentor Commitment

Before signing the Ministry Mentor Data Sheet, the student and mentor must thoroughly review the *Beyond Academics Manual*. The student and the mentor should know what is required of them. Please make sure you have discussed the following questions before signing at the bottom.

For the student:

- a) What is it that you see in the prospective mentor that you'd like to develop in your own life?
- b) Will you be responsive to the mentor's advice and counsel even when it is difficult?
- c) Will you personally take responsibility for learning through Beyond Academics?
- d) Will you be open and honest with your mentor and seek his/her advice and counsel?

For the mentor:

- a) What leadership (or ministry) qualities do you see in the candidate for admission? What potential do you see in him/her?
- b) What ministry experience do you have that will benefit the emerging leader/minister?
- c) Will you be able to sponsor (i.e., open doors of opportunity) for this leader in formation as he or she develops ministry skills and character?
- d) Will you promise to pray every day for this student and be available for consultation, counsel, and encouragement?
- e) Will you be an example for this leader-in-formation to follow?
- f) Will you hold the student accountable for growth in the areas of spiritual formation, ministry formation, and strategic formation?
- g) Will you be sure to initial and date the tracking sheet after each meeting with the student?

The group leader and the ministry mentor are partners in the task of forming the student. Make sure that you have each other's telephone numbers so that you can stay connected. Pray together for God's leading in the lives of each person involved on this great venture.

After having read the requisites for being a Ministry Mentor, as they are described in the Beyond Academics Manual, and understanding the duties involved, I affirm my commitment to the task of developing, to the best of my ability, a personal relationship with the student named on the previous page with the view of helping him/her to develop those gifts, skills, values, and attitudes that will help him/her be an effective, anointed servant of the Lord for the honor and glory of the Kingdom of God.

I will be an example for him/her, in word, attitude, and deed. I also affirm my commitment to pray daily for this student.

Ministry Mentor's Signature

Date

Group Leader's Signature (Church-based students only)

Date



RECOMMENDATION #1

Student: _____ Student ID#: _____

This student is applying for the: Diploma in Bible and Theology Advanced Certificate in Bible and Theology

For the applicant: *I understand this recommendation is to be received and maintained in confidence by INSTE. I hereby expressly waive any and all rights I have of access to this evaluation under the Family Education Rights and Privacy Acts of 1974, and any/or all other laws, regulations, or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this recommendation; the right to have a copy of this recommendation made for my use; the right to request and amendment of this recommendation.*

I agree to waive access to this recommendation. I do not agree to waive rights to this recommendation.

Applicant's Signature _____

Date _____

To the person recommending this student:

In INSTE we say that all leaders are ministers but not all ministers are leaders. By that we mean that all are called to serve the Lord in some capacity, but not all are called to be leaders. Please, evaluate the applicant in light of his/her ministry/service and spiritual growth.

We appreciate your taking a few moments to fill out this form. When you finish, please place it back into the envelope and seal it. Sign the envelope on the back flap and return it to the applicant.

Your First and Last Name _____

Date _____

Your relationship to the applicant: Pastor Level One Leader Church leader acquainted with the applicant's ministry

1. What signs of spiritual maturity are evident in the applicant? _____

2. What is his or her attitude toward authority? _____

3. What character trait most describes the applicant? _____

4. What leadership and/or ministry gifts have you observed in the applicant? _____

5. How would you evaluate the applicant's spiritual capacity for leadership and/or ministry? _____

6. How would you evaluate the academic capacity of the applicant? _____

7. What is the applicant's greatest strength (potential) for leadership and/or ministry? _____

8. In what area would the applicant need most to grow to be able to minister effectively? _____

9. What is the ministry passion of the applicant? _____

10. How would you evaluate the applicant in light of the following requisites for entrance to Level Two?
 (Mark you evaluation on a scale of 1 to 10.)

The applicant demonstrates maturity and discipline in his/her personal and spiritual life.

Not mature			There are signs of growth				Very mature/disciplined			
1	2	3	4	5	6	7	8	9	10	

Comments: _____

The applicant demonstrates his/her calling to leadership and/or ministry through his/her ministry in the church.

Not presently in leadership and/or ministry					His/her giftedness for leadership/ministry is obvious				
1	2	3	4	5	6	7	8	9	10

Comments: _____

The applicant demonstrates in his/her life the leadership qualities of 1 Timothy 3 and Titus 1.

Immature character						More mature and holy character			
1	2	3	4	5	6	7	8	9	10

Comments: _____

The applicant is viewed as a leader and/or minister by other believers in the congregation.

Not so viewed		By some believers			His/her leadership and/or ministry is widely recognized				
1	2	3	4	5	6	7	8	9	10

Comments: _____

Signature _____ Date _____

Telephone: _____

Church: _____

Address: _____
 Number Street City State Zip



RECOMMENDATION #2

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I agree to waive access to this recommendation. I do not agree to waive rights to this recommendation.

Applicant's Signature _____

Date _____

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Comments: _____

Signature _____ Date _____

Telephone: _____

Church: _____

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 Number Street City State Zip