



VILLANOVA School of Business

MASTER OF CHURCH MANAGEMENT

APPLICATION INSTRUCTIONS

GRADUATE BUSINESS PROGRAMS OFFICE
BARTLEY HALL, ROOM 1074
800 LANCASTER AVENUE
VILLANOVA, PENNSYLVANIA 19085-1678

🕒 APPLICATION DEADLINE

Preference is given to applicants who complete the application process before February 15th.

📄 APPLICATION FORM

Complete form and send all supporting documents to the Villanova School of Business – Office of Graduate Business Programs.

💰 APPLICATION FEE

The fee is \$50 and may be paid by check or money order. Checks and money orders should be made payable to "Villanova University".

📄 OFFICIAL TRANSCRIPTS

An official transcript from each institution of higher education attended must be sent directly from that institution to the Office of Graduate Business Programs.

📄 STANDARDIZED TEST SCORES

No standardized tests are required.

📄 TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Applicants whose native language is not English are required to provide a score for the Test of English as a Foreign Language (TOEFL). Villanova's TOEFL code is 2959. Scores must be sent directly to the Office of Graduate Business Programs from ETS.

📄 RESUME

A one-page professional resume.

📄 ESSAY

Please limit essay to two-pages double-spaced.

📄 RECOMMENDATIONS

Professional Recommendations from two individuals familiar with the applicant's professional and/or academic accomplishments. Each recommender is asked to submit a letter that discusses:

- 1) Length of time he/she has known the applicant
- 2) Basis of professional relationship
- 3) Applicant's strengths
- 4) Applicant's areas for improvement

Applicants are required to use the attached recommendation forms. All recommendations should be sent by the recommender to the Office of Graduate Business Programs.



VILLANOVA School of Business

MSCM APPLICATION FORM

Applicant For: _____ **Program Status:** _____ **Enrollment Semester:** _____ **Year:** _____
 Master of Science in Church Management Program Part-Time Summer

Name: _____
(Last/Family) (First/Rev. Msgr.) (Middle) (Suffix)

Preferred First Name: _____

Please state other names which may appear on your transcripts: _____

Current Address: _____
Street/P.O. Box/ Apartment

_____ *City State Zip Code*

Phone: _____
(Home Number) (Work Number)

E-Mail: _____

Social Security Number: _____ Date of Birth: _____

Gender: _____ Male _____ Female

Optional for U.S. Citizens: The program compiles statistics on its entering class. The ethnicity information requested below is solely for that purpose.

Check one: African-American Asian/Pacific Islander Hispanic Native American White (Non Hispanic) Other

🎓 EDUCATION

List all colleges, universities, graduate and professional schools in order of attendance.

SCHOOL	DATES ATTENDED	DEGREE OR EXPECTED DEGREE	DEGREE DATE	MAJOR	GPA



VILLANOVA

School of Business

Please discuss any significant accomplishments, honors, promotions, or activities.

TEST OF ENGLISH AS A FOREIGN LANGUAGE

TOEFL Test Scores – (International Applicants Only)*

International Applicants Only

Type of Test Computer-based test Internet-based test Paper-based test

TOEFL Date taken or schedule _____

TOEFL Score: Total Highest Combined _____

EMPLOYMENT INFORMATION

Work Experience _____ years _____ months

Defined as full-time work experience post undergraduate graduation. Please calculate up to the intended program start date.

Most Recent Employer _____
(Company Name)

(Job Title)

TUITION ASSISTANCE

Will you be taking advantage of your organization's tuition assistance? Yes No

Will you be sponsored by your church, parish, organization, etc.? Yes No

RESUME

Please enclose a one page copy of your professional resume.

RECOMMENDATIONS

Please provide the name, title, and organization of the two individuals who will provide recommendations on your behalf.

ESSAY

Please respond to the following required question: Please limit your essay response to two-pages double-spaced.

“How will your participation in the MSCM program contribute to your ability to carry out your ministry in the Church”



VILLANOVA

School of Business

Additional Information

How did you hear about our graduate programs?

Alumni Current Student Information Session Newspaper Radio Website/Internet Other

Are you a Villanova University employee? Yes No

I certify that all of the information contained in this application is true and accurate to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE