



# Institute for Spiritual Leadership

## *Application Process*

*Application Deadline is May 1*

Application Form (pg. 1), Additional Items Required (pg. 2), Letter of Recommendation Guidelines (pg. 3)

**Please Print Your Answers**

I am interested in applying to the Institute for Spiritual Leadership's

- Full-Time One Year Weekday Program beginning September \_\_\_\_\_ (Year)
- Part-Time Two Year Weekday Program beginning September \_\_\_\_\_ (Year)
- Weekend Two Year Program beginning September \_\_\_\_\_ (Year)

How did you learn about the Institute for Spiritual Leadership?

### *Contact Information*

Name \_\_\_\_\_

Phone \_\_\_\_\_

Country Code, City Code, Phone Number

Address \_\_\_\_\_

FAX \_\_\_\_\_

Country Code, City Code, FAX Number

\_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

### *Personal Data*

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Social Security Number \_\_\_\_\_

Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Country of Current Residence/Work \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Ordained Clergy \_\_\_\_\_  
Diocese/Conference/Presbytery/Synod

Religious Community Member \_\_\_\_\_  
Community

### *Academic History*

College/University \_\_\_\_\_ Dates \_\_\_\_\_

Degrees/Subject/s \_\_\_\_\_

College/University \_\_\_\_\_ Dates \_\_\_\_\_

Degrees/Subject/s \_\_\_\_\_

## *Additional Items Required*

Please include the following items with the completed Application Form. If an item is not included, please explain.

AN AUTOBIOGRAPHY about important relationships and events in your life and the impact they have had upon your growth and development. Include childhood and family relationships and one or two significant adult relationships whether positive or negative. Write about the experiential aspects rather than the external chronicling. What were your experiences and what are your reflections about these experiences? The autobiography should be approximately 8 – 12 typed pages.

PERSONAL REFLECTION answered separately from your autobiography:

- Describe your readiness to explore areas of interiority [concentrated self-reflection and contemplation of your personal experiences both as a person and as a spiritual director or leader].
- What has been your experience of receiving spiritual direction? For how long and with whom?
- What might a person companioning you in spiritual direction notice about your desires, hesitations, or resistances?
- Why did you choose the Institute for Spiritual Leadership? What relevance for your work/ministry in the future will the program training have for you? What is your experience of “call” to be a spiritual director or leader?

EDUCATION AND WORK RESUME with a list of places, dates and positions of employment and/or ministry with a brief description of the nature of your work in each situation.

THREE [3] LETTERS OF RECOMMENDATION from individuals who can evaluate their relationship to you as:

1. A supervisor in a work and/or ministry role.
2. Your spiritual director or someone who knows you in a similar type of relationship.
3. Someone familiar enough to evaluate your suitability in regard to the Institute for Spiritual Leadership program.

Please send the three individuals a copy of the *Guidelines for Letters of Recommendation* included in this packet.

The letters of recommendation will be sent to the Institute for Spiritual Leadership from the following individuals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

A COPY OF ACADEMIC TRANSCRIPTS from your college and/or university.

A RECENT PHOTOGRAPH

STATEMENT OF FINANCIAL RESOURCES indicating that your tuition and living expenses will be covered while you are studying at the Institute for Spiritual Leadership. The statement should reflect that a specific amount (in US dollars) has been set aside for your support.

NON-REFUNDABLE APPLICATION FEE [\$75 US] All checks or money orders should be made payable to the *Institute for Spiritual Leadership* in US currency payable to a US bank.

### FOR INTERNATIONAL STUDENTS ONLY

Proof of English Proficiency: **TOEFL** (Test of English as a Foreign Language) scores or a letter from an English Language Institute is required if English is **not** your primary language. A very high level of English fluency is essential.

*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

If more time is needed to complete and send in the application materials, please contact the Programs Director and fax, email or mail page 1 of the application form.

Programs Director  
Institute for Spiritual Leadership  
5401 S Cornell Avenue  
Chicago, IL 60615-5664  
USA

Phone: 773-752-5962  
FAX: 773-752-5964  
E-mail: ISLUSA@aol.com

**NOTE:** International applicants are encouraged to send application materials by FAX or as an attachment via e-mail.



## *Letter of Recommendation Guidelines*

The Institute for Spiritual Leadership is grateful that you are willing to serve as a reference for an applicant to one of our programs. The Institute for Spiritual Leadership is committed to the interior development of the spiritual leader as a person and skilled professional. As a staff, we at the Institute for Spiritual Leadership desire to help applicants find the program that best meets their particular needs at this time.

Training in the art of spiritual leadership relies heavily on the background and experience of the individual. It is important that those accepted into our programs be open to their affective life experiences and that they have participated to some degree in the kinds of personal interior processing and group work, which are essential features of the Institute for Spiritual Leadership programs. The dynamics and structures of our programs attempt to deepen, broaden and ground such experiences, while providing a supportive environment for participants.

The Institute for Spiritual Leadership is not a therapy center and its programs are not intended to be a substitute for deeper psychological work. Experiential activities focus on the participants' memories, symbols, dreams and images which are aids to affective self-knowledge. Such activities demand a relatively balanced psychological make-up.

Having read the above and any other Institute for Spiritual Leadership materials, please answer the following questions in your letter of reference:

- What is your relationship with the applicant and how long have you known him/her?
- What gifts or areas of comfort do you sense this person may have as he/she enters an Institute for Spiritual Leadership program?
- What limitations or areas of challenge do you sense he/she may have?

Finally, please state if you are giving your permission for the person you are recommending to read your letter, if he/she should request to do so.

Please send your letter of recommendation to:

Programs Director  
Institute for Spiritual Leadership  
5401 S. Cornell Avenue  
Chicago, IL 60615-5664  
USA