



GRADUATE COUNSELING

**APPLICATION FOR ADMISSION**  
**MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING**

For the online application, go to [www.grace.edu/apply-now](http://www.grace.edu/apply-now)  
There is no application fee if you apply online.

200 Seminary Drive · Winona Lake, IN 46590  
Telephone: 574-372-5100 · Toll-Free: 1-877-607-0012 · Fax: 574-372-5178  
E-mail: [mac@grace.edu](mailto:mac@grace.edu) · On the Web: [www.grace.edu/gradcounseling](http://www.grace.edu/gradcounseling)

## paper application instructions

(Please Note: International students must submit a Graduate Department of Counseling International Student application.)

**After all parts to your application have been completed and received in our enrollment office, your application will be reviewed by the Admissions Committee.**

Your complete application and \$30 application fee are to be submitted by the applicant to:

**Graduate and Adult Education Enrollment**  
**200 Seminary Drive**  
**Winona Lake, Indiana 46590**  
**Fax: 574.372.5120**

To avoid the application fee, apply online at [grace.edu/admissions/apply-now](http://grace.edu/admissions/apply-now)  
**Master of Arts in Clinical Mental Health Counseling**



The following parts are to be completed and/or requested and submitted by the appropriate persons or institutions:

- Personal References.**  
Complete the top portion of each form and forward them to qualified individuals (not relatives) who know you well. These should be returned by your references directly to our Enrollment Office.
- Curriculum Vitae.**  
Please submit a Curriculum Vitae (CV) to the Office of Graduate & Adult Enrollment (address above). A CV elaborates on education to a greater degree than a résumé and includes a listing of any professional history including employment, academic credential, publication, contribution or significant achievement.
- National Criminal History.**  
Please go to <http://www.in.gov/isp/lch> to request a Criminal History report. Please select **National**. This document may not automatically be sent to you. The electronic report will be made available to you when you submit your information online. Please save or print the report and e-mail or mail a copy to the Director of Graduate and Adult Education Enrollment (address above).
- Personal Interview**  
The Department Chair will contact you to schedule a Personal Interview after receiving your Personal Questionnaire.

## enrollment information

Course of study option?     Residential (On Campus - Winona Lake, IN)     Online  
Term and year that you plan to enroll     Fall     Spring     Summer    Academic Year \_\_\_\_\_  Full-time     Part-time  
Have you previously studied at Grace College?     Yes     No    If yes, dates of your study at Grace College: \_\_\_\_\_

## personal information

Mr.     Mrs.     Ms.    First \_\_\_\_\_    MI \_\_\_\_\_    Last \_\_\_\_\_  
Preferred First Name \_\_\_\_\_    Maiden Name \_\_\_\_\_  
Gender:     Male     Female    Date of Birth \_\_\_\_\_    Social Security Number \_\_\_\_\_  
Citizenship: Permanent resident of U.S.?     Yes     No    If no, country of citizenship \_\_\_\_\_  
Ethnic Background (optional):     African     Asian/Pacific Islander     European     Hispanic     Other  
Race (optional):     White     Native Hawaiian/Pacific Islander     Black/African American  
                           American Indian or Alaska Native     Asian     Other  
 Are you a veteran or the dependent of a veteran of the U.S. Armed Forces?     Yes     No  
 Would you like for us to check on your VA benefits eligibility?     Yes     No  
Permanent Mailing Address \_\_\_\_\_  
City \_\_\_\_\_    State \_\_\_\_\_    ZIP \_\_\_\_\_    Country \_\_\_\_\_

personal information continued

Phone Number ( ) Cell Phone ( )

E-mail Other Phone ( )

Current or School Address (if different from previous page)

City State ZIP Country

Marital Status (mark all that apply) Single Engaged Married Widowed

Current Spouse's Name (if applicable)

Separated (how long) Divorced (how long)

Living together (how long) Previous separations

Previous Divorces

If you have been divorced, please explain the circumstances. What have you learned from this situation? (Feel free to write on the back or attach an additional page.)

Blank lines for writing an explanation of divorce circumstances.

Have you ever been refused admission to or dismissed from a seminary or other graduate school?

Yes No If yes, please explain the circumstances...

Blank lines for explaining circumstances of admission or dismissal.

church information

Name of Church

City State Country

Denomination Length of Membership/Attendance

Church Telephone Number Name of Pastor/Spiritual Mentor

educational and work experiences

Please list all post-secondary schools you have attended since high school:

Table with 4 columns: School, City & State, Degree & Major, Date Degree Awarded. Includes three rows of blank lines for data entry.

Current employer (if applicable) Position/Title

Experiences in counseling, helping others, missions, or any occurrences you'd like to share

Blank lines for describing counseling or mission experiences.





## legal questionnaire continued

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "Yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge.  Yes  No

If you have been convicted of such an offense, please state nature of offense, date, court where conviction was entered and any other relevant information. \_\_\_\_\_

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Have you ever been convicted of a sexual offense, offense relating to children or crime of violence (that is not covered in the question above)?  Yes  No

If you have been convicted of such an offense, please state nature of offense charged, date, law enforcement agency making the charge and any other relevant information. \_\_\_\_\_

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Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children?  Yes  No

If you answered yes to any of the above, please explain. \_\_\_\_\_

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## influencing factors

Please indicate the significant factors that influenced your choice of a program in Grace Graduate Department of Counseling. Check all that apply, and please be as specific as possible:

- |   |  |
|---|--|
| <input type="radio"/> Advertising (specify) _____ | <input type="radio"/> Grace Alumnus (who?) _____ |
| <input type="radio"/> Church/Pastor _____         | <input type="radio"/> AACC _____                 |
| <input type="radio"/> College Fair (where?) _____ | <input type="radio"/> Letters from Grace _____   |
| <input type="radio"/> Grace Reps (who?) _____     | <input type="radio"/> Grace's Reputation _____   |
| <input type="radio"/> Campus Visit _____          | <input type="radio"/> Relative (who?) _____      |
| <input type="radio"/> Current Student(s) _____    | <input type="radio"/> Web Site _____             |
| <input type="radio"/> Other (specify) _____       |  |

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## notice of non-discrimination

Grace College and Seminary is a private, not-for-profit, faith-based exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code. In compliance with applicable federal and state laws, Grace College and Seminary does not discriminate on the basis of race, color, national origin, age, sex, or disability in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs and activities, or in employment.

The following person has been designated to handle inquiries regarding the Notice of Nondiscrimination:

Carrie Yocum, Title IX Coordinator and VP of Administration and Compliance  
Grace College and Seminary  
200 Seminary Drive  
Winona Lake, IN 46590  
yocumca@grace.edu  
574-372-5100 x6491

Inquiries may also be addressed to the U.S. Department of Education's Office for Civil Rights at 400 Maryland Avenue, SW, Washington, DC 20202-1100.

Thank you for taking the time to complete this form. Please fax or mail completed application to:

**ATTN: Graduate & Adult Enrollment**  
**200 Seminary Drive • Winona Lake, Indiana 46590 • Fax 574.372.5120**