



DOCTORATE DEGREE PROGRAMS

Application For Admission

5700 College Road, Lisle, Illinois 60532

Enrollment Center Phone: (630) 829-6300

Outside Illinois: (888) 829-6363 FAX: (630) 829-6301

Email: admissions@ben.edu Web Address: www.ben.edu

Application fee waiver code
ADM staff approval
Date

APPLICATION INFORMATION

Doctor of Philosophy (Ph.D.) in Organization Development (O.D.)

1. Send all materials for the Lisle campus program to: Ph.D. in O.D. Program Coordinator - Scholl Hall 112, Benedictine University, 5700 College Road, Lisle, IL 60532. Send all materials for the Springfield campus program to: Ph.D. in O.D. Program Coordinator - Benedictine University at Springfield, 1500 N. Fifth Street, Springfield, IL 62702.
2. A personal interview with a doctorate faculty member will be scheduled after receipt of all documents:
 - Application for admission and \$50 application fee (non-refundable)
 - Current resume (including pertinent publications, presentations and involvement in professional organizations)
 - Career objective essay
3. **Official** transcripts bearing the signature of the registrar and the institutional seal must be issued by direct mail from the institution to Benedictine University's Ph.D. in O.D. Program Coordinator.
4. Applications for the April 2014 start on the Lisle campus are accepted beginning November 1, 2013. Applications for the August 2014 start on the Springfield branch campus are accepted beginning January 1, 2014.
5. All documents submitted become property of Benedictine University and will not be released to the student or any third party.
6. Students with a documented physical or mental disability may be eligible for special accommodations through the Americans with Disabilities Act. Please contact the Student Success Center for more information.

Doctor of Education (Ed.D.) in Higher Education and Organizational Change

1. Send all materials for the Lisle campus program to: Ed.D. Office - Kindlon Hall, Benedictine University, 5700 College Road, Lisle, IL 60532.
2. A personal interview with an Ed.D. faculty member is required after receipt of all documents.
 - Application for admission and \$50 application fee (non-refundable)
 - Current resume (including pertinent publications, presentations and involvement in professional organizations)
3. **Official** transcripts bearing the signature of the registrar and the institutional seal must be issued by direct mail from the institution to Benedictine University's Ed.D. Office.
4. Applications for the August start on the Lisle campus are accepted through July 15.
5. All documents submitted become property of Benedictine University and will not be released to the student or any third party.
6. Students with a documented physical or mental disability may be eligible for special accommodations through the Americans with Disabilities Act. Please contact the Student Success Center for more information.

For online program application, please visit <http://www.onlinedegrees-benedictine.com/contact/apply/asp>.

Doctor of Philosophy (Ph.D.)/Doctor of Business Administration (D.B.A.) in Values-Driven Leadership

1. Send all materials to: Ph.D./D.B.A. Associate Director - Scholl Hall 145, Benedictine University, 5700 College Rd., Lisle, IL 60532.
2. A personal interview with a doctorate faculty member may be scheduled after receipt of all documents:
 - Completed application for admission and \$50 application fee (non-refundable)
 - Professional resume (including employment history with details of leadership responsibilities, skill sets and results; school, community and other leadership positions; service activities; pertinent publications, presentations and involvement in professional organizations)
 - Career objective essay – please see essay section for details.
3. **Official** transcripts bearing the signature of the registrar and the institutional seal must be issued by direct mail from the institution to Benedictine University's Ph.D./D.B.A. Associate Director.
4. Applications for the April 2015 start are accepted beginning April 1, 2014; Deadline is November 1, 2014.
5. All documents submitted become property of Benedictine University and will not be released to the student or any third party.
6. Students with a documented physical or mental disability may be eligible for special accommodations through the Americans with Disabilities Act. Please contact the Student Success Center for more information.

GENERAL INFORMATION

LAST NAME	FIRST	MIDDLE	DAYTIME TELEPHONE	HOME/CELL TELEPHONE
OTHER NAMES		MAIDEN (IF ANY)	SOCIAL SECURITY NUMBER	
HOME COUNTRY	STREET ADDRESS		EMAIL ADDRESS	
CITY	STATE	9-DIGIT ZIP CODE	RELIGION (OPTIONAL)	
COUNTY	MARITAL STATUS	<input type="checkbox"/> MALE	DATE OF BIRTH (MM/DD/YY)	
	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> OTHER	<input type="checkbox"/> FEMALE		

Is English the primary language spoken in the home? No Yes If no, please state language _____

Are you a U.S. citizen? No Yes

If yes, check one: By birth By naturalization (naturalization certificate number:) _____

If no, are you a U.S. permanent resident/immigrant/green card holder? No Yes

If yes, please attach a copy of your permanent residency card.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a felony? No Yes

If yes, please provide date(s) and details _____

ANSWERING YES DOES NOT CONSTITUTE AN AUTOMATIC BAR TO ADMISSION. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT. NOTE: YOU ARE NOT OBLIGATED TO DISCLOSE THE EXISTENCE OF ANY CONVICTION OR ARREST RECORDS WHICH HAVE BEEN SEALED OR EXPUNGED PURSUANT TO CHAPTER 20, SECTION 2630/12 OF THE ILLINOIS COMPILED STATUTES.

EDUCATIONAL HISTORY

NAME OF HIGH SCHOOL	MONTH/YEAR OF HIGH SCHOOL GRADUATION OR GED
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IMPORTANT: FAILURE TO LIST BELOW ALL SECONDARY SCHOOLS, UNIVERSITIES AND POST-SECONDARY INSTITUTIONS IN WHICH YOU ENROLLED (INCLUDING CORRESPONDENCE AND EXTENSION COURSES) MAY RESULT IN DELAY IN ADMISSION, LOSS OF TRANSFER CREDIT, AND/OR DISMISSAL. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE OFFICIAL TRANSCRIPTS FORWARDED FROM EACH INSTITUTION IN WHICH YOU ENROLLED. AN OFFICIAL TRANSCRIPT IS REQUIRED EVEN IF ENROLLMENT WAS FOR A BRIEF TIME AND NO CREDIT WAS ESTABLISHED.

NAME(S) OF ALL COLLEGE(S) ENROLLED AND CITY/STATE <small>(Undergraduate & Graduate Level)</small>	DATES ENROLLED <small>(check box if last school attended)</small>	DEGREE CONFERRED	MAJOR	MINOR	GPA
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

For students with international postgraduate level credits,* indicate years of full-time study instead of credit hours:

- One year or less Two years Three years Four years or more

*Students with credits earned outside the United States may be required to have these credits evaluated.

Will you have a postgraduate degree completed prior to enrollment at Benedictine University?

- No Yes If yes, what degree? _____

I understand that I must disclose all schools enrolled and failure to do so can lead to the denial of admission, revoking of admission or administrative withdrawal from course enrollment.

Signature _____

Have you ever applied to any doctorate program at Benedictine University? No Yes If yes, when? _____

Have you ever enrolled at Benedictine University? No Yes If yes, dates enrolled _____

If yes, have you attempted any college credit since attending Benedictine University? No Yes

Have you ever been suspended, placed on probation or dismissed from any high school or college? No Yes

If yes, please explain the following on a separate sheet of paper: date of occurrence, summary of incident, how you were held accountable (outcomes, sanctions, etc.) and any additional information you wish to provide. Please note: additional information may be requested.

ACADEMIC INFORMATION — PLEASE CHOOSE THE PROGRAM FOR WHICH YOU ARE APPLYING

- Doctor of Education in Higher Education and Organizational Change
- Doctor of Philosophy in Organization Development
- Doctor of Philosophy/Doctor of Business Administration in Values-Driven Leadership

ADMISSIONS INFORMATION

When do you expect to enter Benedictine University? _____

On what campus do you plan to attend? Lisle/Naperville Springfield Other _____

How did you hear about Benedictine University? _____

Have you visited the Benedictine University campus yet? No Yes

LETTERS OF REFERENCE — PLEASE ATTACH

All doctorate programs require two letters of reference. For the Ph.D./D.B.A. and Ph.D. in O.D. programs, submit two letters of recommendation, one professional and one academic that speak to your character, capacity, performance and ability to do doctoral level work with excellence.

Please list the name, relationship and position of references below:

NAME	RELATIONSHIP	POSITION
NAME	RELATIONSHIP	POSITION

ENTRANCE REQUIREMENTS

Ph.D. in Organization Development

- Master's degree from an accredited institution.
- For international students, Test of English as a Foreign Language (TOEFL)/International English Language Testing System (IELTS) of 550 (paper-based), or 79 (Internet-based) and 6.0 IELTS.

Date Taken
Score

PAPER-BASED TEST INTERNET-BASED TEST

Ph.D./D.B.A. in Values-Driven Leadership

- Master's degree from an accredited institution.
- For international students, Test of English as a Foreign Language (TOEFL)/International English Language Testing System (IELTS) of 550 (paper-based), or 79 (Internet-based) and 6.0 IELTS.

Date Taken
Score

PAPER-BASED TEST INTERNET-BASED TEST

Ed.D. in Higher Education and Organizational Change

- Master's degree from an accredited institution.
- Minimum GPA of 3.00 on 4.00 scale in most recent master's degree and in the last 30 hours of graduate credit if post-master's.
- A writing sample, preferably academic, from recent graduate work, employment or professional activity.
- Three years of full-time employment or equivalent.
- For international students, Test of English as a Foreign Language (TOEFL)/International English Language Testing System (IELTS) of 550 (paper-based), or 79 (Internet-based) and 6.0 IELTS.

Date Taken
Score

PAPER-BASED TEST INTERNET-BASED TEST

ESSAY STATEMENT — PLEASE ATTACH WITH MOST CURRENT RESUME

Ph.D. in Organization Development

Please type your response to the following, double-spaced, one-to-five pages in length: Describe how the Ph.D. fits with your long-term career objectives. Please include potential areas of research interest and any international work experience.

Ed.D. in Higher Education and Organizational Change

Please submit an essay/statement explaining your career and professional goals. Describe your readiness for doctoral work and research interests, and identify what you expect to gain from your doctoral studies and how they will enable you to achieve your goals.

Ph.D./D.B.A. in Values-Driven Leadership

1. Describe your personal and professional goals and how a Ph.D./D.B.A. will help you achieve your goals.
2. Describe why you are interested in a degree in Values-Driven Leadership.
3. Describe potential topics of interest for your dissertation.
4. Doctorate programs are rigorous but rewarding. Please comment on personal attributes as well as previous experiences that are reflective of your ability to successfully complete a doctorate-level program. You are encouraged to be creative in your answer but here are some suggestions of information you may want to consider when crafting your response:
 - Previous academic and professional experiences that document your capacity for learning
 - Personal characteristics you will contribute to the program
 - What makes you a good candidate for this program

EMPLOYER INFORMATION

- Are you currently employed? No Yes Full Time Part Time
- Are you a veteran or currently serving in the U.S. Military? No Yes
- Are you or have you ever been an employee of Benedictine University? No Yes

EMPLOYER/COMPANY NAME	POSITION
TELEPHONE	WORK EMAIL (OPTIONAL)
ADDRESS	
CITY, STATE, ZIP	
COUNTY	COUNTRY

DESCRIBE YOUR CURRENT JOB RESPONSIBILITIES

INTERNATIONAL STUDENT INFORMATION

If you are an international applicant for a doctoral program planning to study under a visa, please complete the following information showing required citizenship and financial information.

An international applicant is a citizen or permanent resident alien of a country other than that of United States. Any student who is a U.S. citizen or a U.S. permanent resident with international credit is considered a domestic student and does not need to complete this page.

Country of citizenship: _____

Country of birth: _____ City of birth: _____

Country of residency: _____

Are you currently in the U.S. on a visa? No Yes

If yes to above, please indicate visa type: _____

When does your current visa expire? Month: _____ Day: _____ Year: _____

Please indicate which school in the U.S. you are attending: _____

If you intend to transfer your SEVIS record from your current school, please email ips@ben.edu for critical information.

Please send copies of the following documents:

- Your current visa
 - All I-20s and/or DS-2019s
 - Your current I-94* (front and back)
 - I-94s, passport photocopies and visas of all dependents
- *Electronic I-94s may be printed from <https://i94.cbp.dhs.gov/i94/request.html>

I request Benedictine to issue the following:

- I-20 (for F-1 student visa). My primary source of funding will be a Benedictine assistantship, personal funds or funds from family or friends. (F-1 dependents will be issued F-2 visas.)
- DS-2019 (for J-1 Exchange Visitor/Student visa). My primary source of funding will be U.S. or home-country government or an international organization. (J-1 dependents will be issued J-2 visas.)
- I do not need Benedictine documents because my sponsoring agency will issue (e.g. Fulbright).
- I will remain on _____ visa (attach photocopies of your visa and I-94).

INTERNATIONAL STUDENT FINANCIAL SUPPORT FORM — (for F and J visa students only)

Please complete all information requested in this section.

I. Source of Support

- I will pay for school with my personal funds.
- I will be sponsored by another individual, i.e. parents, family member, other sponsor.
- I will be sponsored by a government or organization.

Official documents in the form of bank statements, certified scholarships or award letters must be received and will not be returned.

II. Source of Funds

(Amounts in this section must match attached financial documents):

Name of Account Holder: _____

Name of Financial Institution: _____

Address of Institution: _____

Name of Institution Official: _____

Account Number: _____

Sponsoring Organization: _____

Total Amount Available in USD: \$ _____

III. Student Declaration of Accuracy

I certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading information will result in disciplinary action and possible termination of my SEVIS record.

Name _____ Signature _____ Date _____

READ CAREFULLY AND SIGN AS INDICATED — REQUIRED

I AGREE TO COMPLY WITH THE REGULATIONS AND REQUIREMENTS OF BENEDICTINE UNIVERSITY, AND TO COOPERATE WITH THE ADMINISTRATIVE OFFICERS, FACULTY AND MY FELLOW STUDENTS IN MAINTAINING HIGH STANDARDS OF CONDUCT AND SCHOLARSHIP AND IN PROMOTING THE GENERAL WELFARE OF THE UNIVERSITY. I UNDERSTAND THAT THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE REGISTRATION OF ANY STUDENT AT ANY TIME WHATSOEVER FOR REASON OF DEFICIENCY IN SCHOLARSHIP, UNSATISFACTORY CONDUCT OR FOR ANY OTHER JUST CAUSE. I AGREE TO PAY ALL FEES IN ADVANCE EACH TERM OR BY SPECIAL ARRANGEMENT WITH THE UNIVERSITY. I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TO THE BEST OF MY KNOWLEDGE CORRECT AND COMPLETE. FAILURE TO PRESENT ACCURATE INFORMATION IN THIS DOCUMENT CAN LEAD TO THE DENIAL OF ADMISSION, REVOKING OF ADMISSION OR ADMINISTRATIVE WITHDRAWAL FROM COURSE ENROLLMENT. I HEREBY AUTHORIZE BENEDICTINE TO INVESTIGATE ANY STATEMENT CONTAINED IN THIS APPLICATION. I HEREBY RELEASE ANY PARTY FROM LIABILITY AS A RESULT OF ANY INFORMATION PROVIDED TO BENEDICTINE. IT IS UNDERSTOOD THAT I ACCEPT REGISTRATION AS A STUDENT AT BENEDICTINE SUBJECT TO THE ABOVE PROVISIONS.

I UNDERSTAND THAT I MAY BE PHOTOGRAPHED OR VIDEOTAPED WHILE AT BENEDICTINE UNIVERSITY. I GIVE PERMISSION FOR PHOTOS OR VIDEOTAPE OF ME TO BE USED TO PROMOTE BENEDICTINE UNIVERSITY AND THAT SUCH PHOTOS AND VIDEO WILL BE THE PROPERTY OF BENEDICTINE UNIVERSITY. I ALSO GIVE PERMISSION FOR INFORMATION ABOUT MY ACCOMPLISHMENTS WHILE A STUDENT AT BENEDICTINE UNIVERSITY TO BE USED TO PROMOTE BENEDICTINE UNIVERSITY.

Signature of Applicant _____ Date _____

For additional information, please contact:

**Ph.D. in Organization
Development in Lisle**

Phyllis Meyers
pmeyers@ben.edu
(630) 829-6208

**Ph.D. in Organization
Development in Springfield**

Jan Kirby
jkirby@ben.edu
(217) 836-8539

**Ed.D. in Higher Education and
Organizational Change**

Vernon McCoy
vmccoy@ben.edu
(630) 829-6394

**Ph.D./D.B.A. in Values-
Driven Leadership**

Deb Hellmuth
dhellmuth@ben.edu
(630) 829-6225