

LIM Certificate or Non-Degree Seeking Applicants

If you plan to study on-campus and pursue a continuing education certificate or take a single class, follow the instructions below to create an account and complete your application.

Create an Account

Step 1: Go to: <https://grad.loyno.edu/apply/>

Step 2: Click “Create an account.”

LOYOLA UNIVERSITY NEW ORLEANS

Loyola University New Orleans
Graduate (on-campus), Masters Law, Nursing ABSN (hybrid), Post-Certificate & Non-Degree Programs
Create your Application Account at the link on the bottom of the page

Graduate (on-ground) Programs:
Master of Science in Counseling, Master of Music Performance, Master of Music Therapy Equivalency Program, Master of Arts in Teaching, Master of Business Administration, Master of Pastoral Studies with the Loyola Institute for Ministry, Master of Religious Education with the Loyola Institute for Ministry

Loyola College of Nursing Program:
Accelerated BSN program (Hybrid) within the College of Nursing. All academic disciplines are welcome to apply. Bachelor degree required.

Loyola College of Law:
Master's degree programs:
Master of Arts in Environmental Law
Master of Arts in Health Law & Administration
All academic disciplines are welcome to apply. No GRE or LSAT required.
LLM Programs
Applicants must be eligible to practice law in any U.S. state or abroad, if applying to the LLM Program.
To apply for one of the College's Juris Doctor (J.D.) programs (J.D., J.D./M.B.A., J.D./M.I.R.P., J.D./LL.M., or J.D./M.F.A.), please visit [Law Admissions](#) for more information.

Certificates and Other Programs:
Pre-Health Post-Baccalaureate Certificate, Music Education Post-Baccalaureate Certificate, Pre-CPA Post-Baccalaureate Certificate, Loyola Institute for Ministry Certificate programs & Non-Degree

Online Graduate Program Applications:
Some Graduate programs are **only** offered online and require a separate application.
Online Master of Music Therapy program, please visit this [application](#).
Online Master of Criminology and Justice, please visit this [application](#).
School of Nursing applicants, please visit this [application](#).

Returning users: [Log in to continue an application.](#)

First-time users: [Create an account or start a new application.](#)

Step 3: Enter information to register and click “Continue.”

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Register

To register for an account, please enter the information requested below.

Email Address:

First Name:

Last Name:

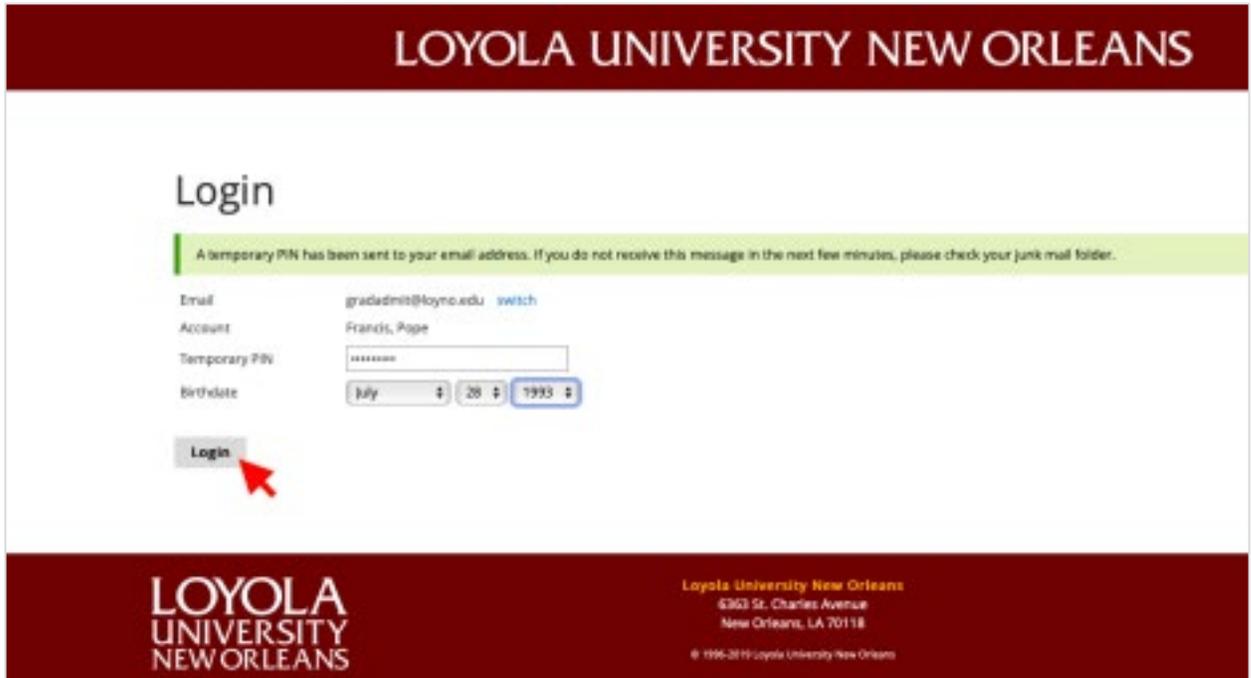
Birthdate:

[Continue](#)

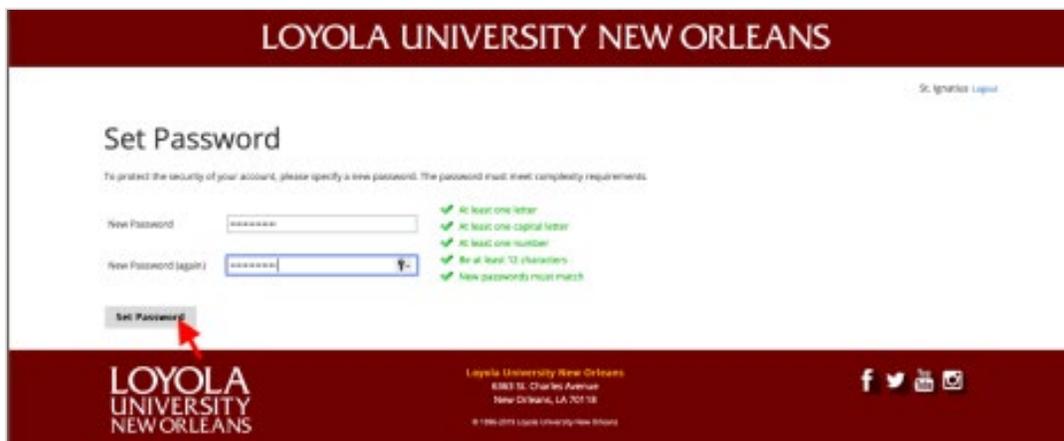
LOYOLA UNIVERSITY NEW ORLEANS
Loyola University New Orleans
6363 St. Charles Avenue
New Orleans, LA 70118
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Step 4: Access your email for temporary PIN.

Step 5: Login using your temporary PIN, birthday, email address and click “Log in.”

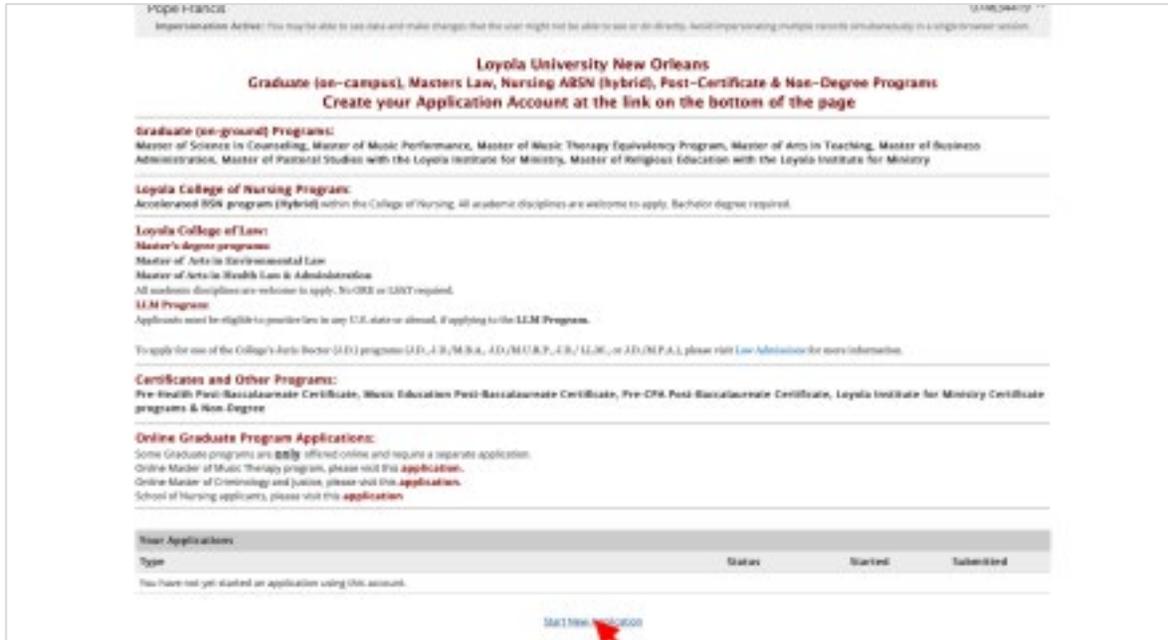


Step 6: Create password and click “Set password.”

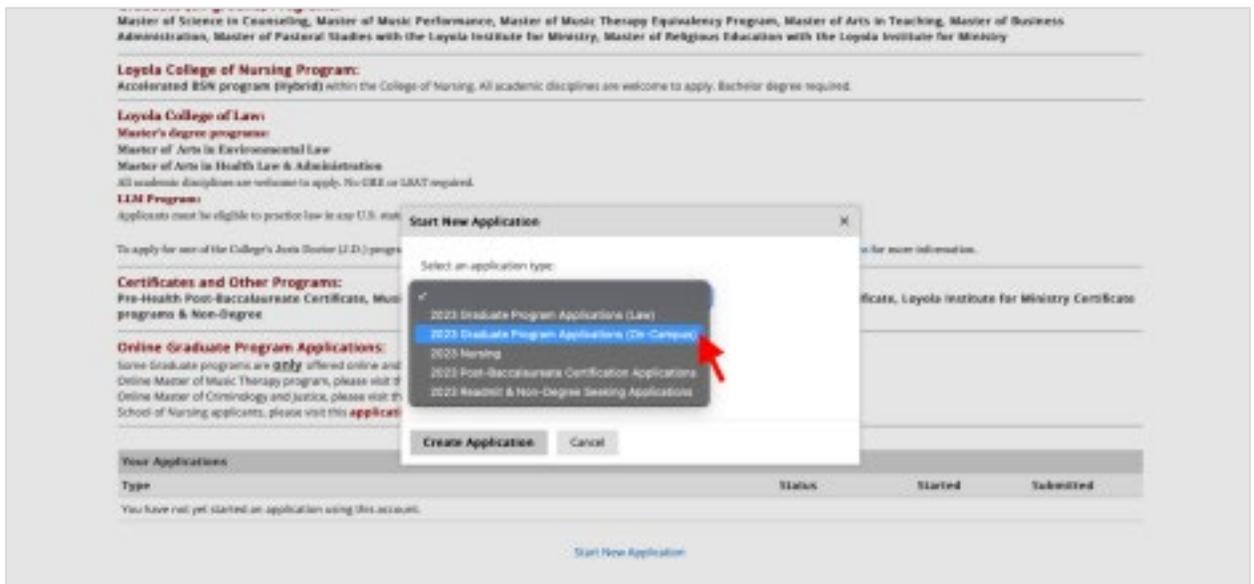


Create Your Application

Step 1: Scroll down to the bottom of the application page and click “Start New Application.”



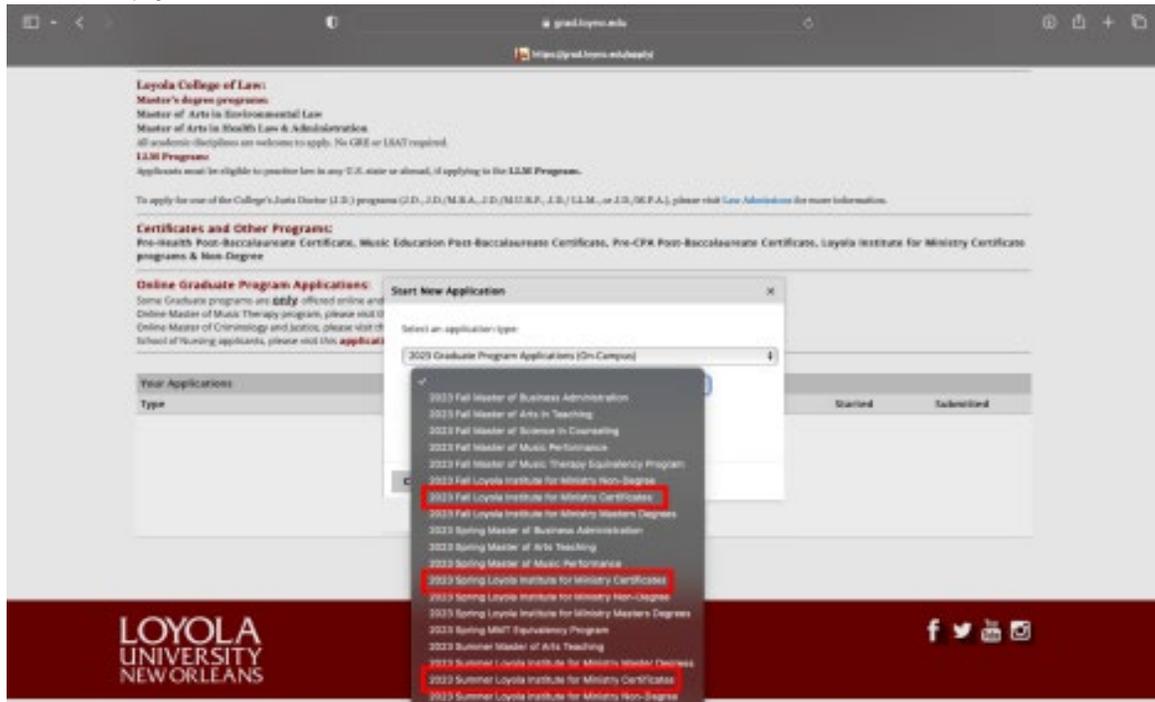
Step 2: Select application type, “2023 Graduate Program Applications (on-campus).”



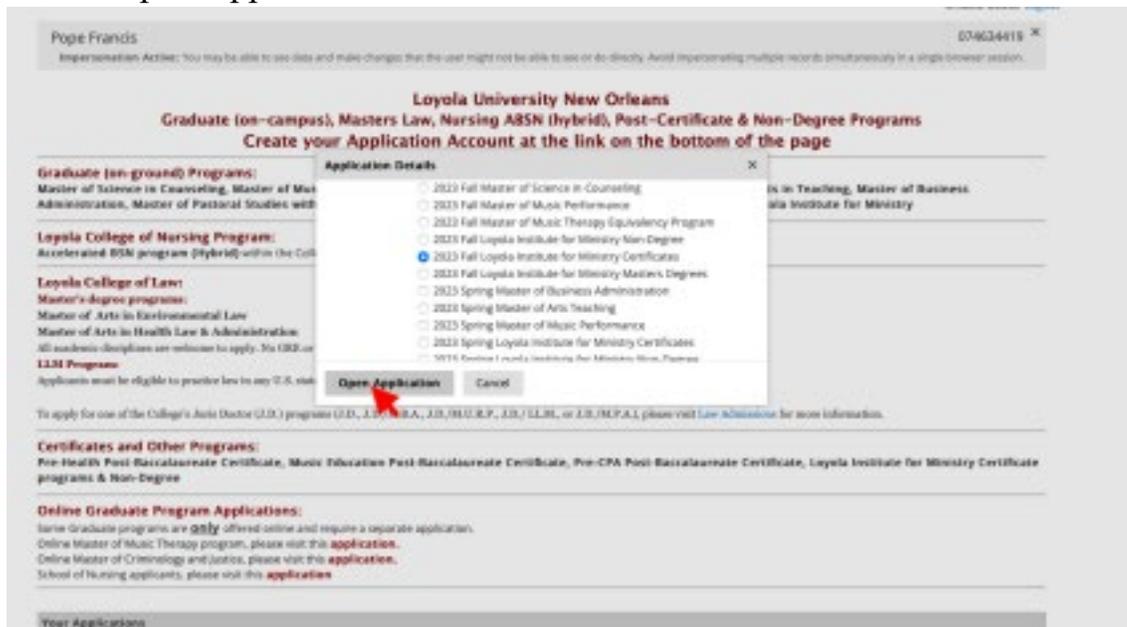
Step 3: Select the semester application (Fall, Spring, or Summer) you wish to start. What you select differs depending on whether you are seeking a certificate or are non-degree seeking. See below for each option.

Certificate Option

Select the **LIM Certificate** application for the semester (Fall, Spring, or Summer) you wish to start:



Click "Open Application":



Non-Degree Seeking Option

Select the **non-degree seeking** application for the semester (Fall, Spring, or Summer) you wish to start:

The screenshot shows the Loyola University New Orleans application portal. A 'Start New Application' dialog box is open, displaying a list of application types. The '2023 Spring Loyola Institute for Ministry Non-Degree' option is highlighted in blue. The background page lists various programs such as the Accelerated BSN program, Master's degrees in Law, Environmental Law, and Health Law & Administration, and Online Graduate Program Applications.

Click "Open Application":

This screenshot is similar to the one above, but the 'Start New Application' dialog box is now closed. A red arrow points to the 'Create Application' button at the bottom of the dialog box. The background page remains the same, showing the application portal interface.

Step 4, Application Instructions: Review application requirements, scroll down and click “Continue.”

Personal Statement / Statement of Educational Purpose	<p>This statement should be a 3-page, double-spaced and word-processed essay. Please refer to the program guidelines for writing your statement.</p> <p>These must be completed by professionals in ministry and/or education who can attest to your service/ministry involvement and readiness for graduate work. In the application, you will be asked to supply the contact information of the recommenders to which forms will be distributed.</p> <p>Please do not ask your recommenders to write a separate letter as we have specific questions for the recommenders.</p>
2 Recommendations Forms	
<p>Please complete all sections of the application. Once you have completed the application, please sign and submit the application. You do not need to submit supporting materials in order to sign and submit the application. If you are not ready to submit your supporting materials, you can log back in at a later time to submit materials or make changes to your application.</p> <p>The application asks for information that will allow us to assess your potential for achievement in our graduate programs. We do so without reference to race, sex, creed, or religious preference, and our holistic process is designed to select students with strong potential for success.</p> <p>In addition to the requirements above, international students must also submit the following:</p>	
TOEFL, IELTS, DET Scores*	<p>International students must be sufficient in English to pursue a degree or certificate. We will accept TOEFL, IELTS, or Duolingo English Test (DET) to satisfy this requirement. Please refer to the scoring criteria for your respective exam.</p>
Affidavit of Support*	<p>International students requiring a F-1 or J-1 Visa must submit this document showing sufficient funds to finance the course of studies and living expenses.</p>
<p>* These requirements may be waived for some programs, waivers are assessed and applied after an applicant has submitted and completed the application.</p> <p>Once your application is submitted, you will be able to access your admissions portal and check the status of your application. Once your application is complete, meaning all documents have been received, your application will be sent to the program committee for review so a decision can be rendered.</p>	
<p>Continue </p>	

Step 5, Personal Background: Enter your personal information, scroll down and click “Continue.”

you're associated with
 United States?

Religious Preference (Optional)

U.S. Armed Forces Status

Citizenship Information

Citizenship*

Dual Citizenship

Social Security Number
 (omit dashes) [Privacy Protection Policy](#)

Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government's, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

Are you HISPANIC or LATINO?

Yes
 No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific
 White
 Native Hawaiian or Other Pacific Islander

Continue 

Step 6, General Application Information: Complete general application instructions, scroll down and click “Continue.”

What is your intended enrollment status?
 Full Time
 Part Time

Any graduate student who intends to enroll in 6 or more credit hours will be considered a full-time student for financial aid purposes.

Are you a member of a military service branch?

In Case of Emergency Contact Information

Please provide contact information.

Relationship to Self
Mother

First Name
John

Last Name
Doe

Suburb
New Orleans

Office
New Orleans

Resides with Student?
Yes

Phone Number
(504) 885-2000

Email Address
gradadm@loyu.edu

Continue

Step 7, Program Information: Enter your undergraduate major.

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Pope Francis Logo

Home
LIM Application Instructions
General Information
General Application Information
Program Information
Education Background
Supporting Documents
Recommendation Instructions
Recommendation Upload
Details
Review

LIM Program Information

What was your undergraduate major?

Continue

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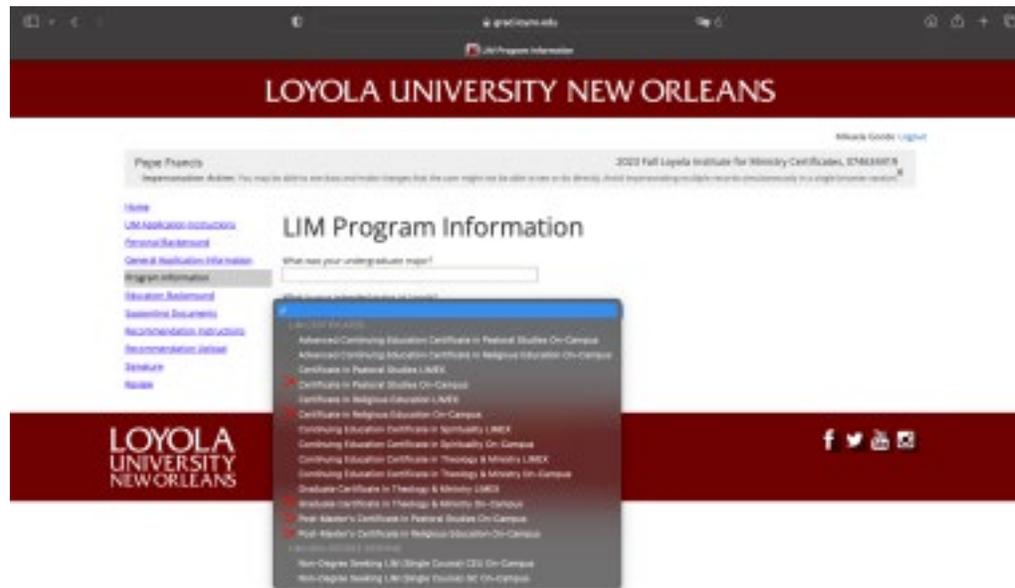
Loyola University New Orleans
6565 St. Charles Avenue
New Orleans, LA 70118

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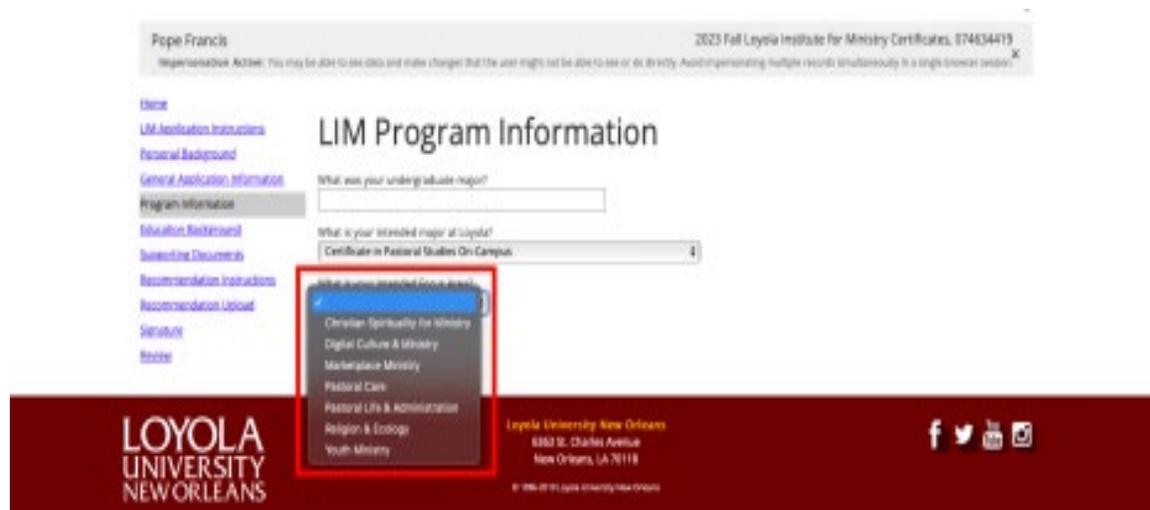
Step 8, Intended Major: Select your intended major. What you select differs depending on whether you are seeking a certificate or are non-degree seeking. See below for each option.

Certificate Option

Select your intended major from the “Certificate” section:



If you select the Certificate in Pastoral Studies, also select your Focus Area concentration:



Non-Degree Seeking Option

Select your intended major from the “Non-degree Seeking” section:

The screenshot shows the 'LIM Program Information' page. The 'What is your intended major at Loyola?' dropdown menu is open, displaying a list of options. The option 'Non-Degree Seeking LIM (Single Course) CC On-Campus' is highlighted with a red rectangular box. Other options include 'Advanced Continuing Education Certificate in Pastoral Studies Online', 'Continuing Education Certificate in Religious Education On-Campus', 'Certificate in Pastoral Studies Online', 'Certificate in Religious Education LIMEX', 'Certificate in Religious Education On-Campus', 'Continuing Education Certificate in Spirituality LIMEX', 'Continuing Education Certificate in Spirituality On-Campus', 'Continuing Education Certificate in Spirituality Online', 'Continuing Education Certificate in Theology & Ministry Online', 'Graduate Certificate in Theology & Ministry LIMEX', 'Graduate Certificate in Theology & Ministry Online', 'Pastor-Ministry Certificate in Pastoral Studies On-Campus', 'Pastor-Ministry Certificate in Pastoral Studies Online', and 'Pastor-Ministry Certificate in Religious Education Online'. The page also features a navigation menu on the left, a social media bar at the bottom right, and the Loyola University New Orleans logo at the bottom left.

Step 9, Continue:

Click “Continue.”

The screenshot shows the 'LIM Program Information' page with the 'What is your intended major at Loyola?' dropdown menu set to 'Non-Degree Seeking LIM (Single Course) CC On-Campus'. A red arrow points to the 'Continue' button located below the dropdown menu. The page layout is consistent with the previous screenshot, showing the navigation menu, social media bar, and university logo.

Step 10, Educational Background: Enter education history, click “Save” and “Continue.”

The screenshot shows the 'Educational Background' form. The user is logged in as 'Pope Francis' (Impersonation Active). The form fields are filled with the following information:

- Institution: Loyola University New Orleans
- CEEB: Loyola University New Orleans, New Orleans, LA
- Country: United States
- City: New Orleans
- State: Louisiana
- Dates Attended: August 2012 to May 2015
- Level of Study: Undergraduate
- Degree: Bachelors (four-year degree)
- Date Conferred or Expected: May 2015
- GPA: 3.5 on a scale of 4 (e.g., 4.0, 4.3, 5.0, 15, 100)
- Honors: (empty)
- Awards: (empty)

Buttons at the bottom include 'Save', 'Delete', and 'Cancel'. A 'Dates Attended' table shows the entry: 05... 08/2012-05/2015 with an 'Edit' link.

Step 11, Supporting Documents: Upload all documents required for your application: Statement of Educational Purpose and résumé of work experience including professional and/or voluntary ministerial responsibilities.

The screenshot shows the 'Supporting Documents' page. The user is logged in as 'Pope Francis' (Impersonation Active). The page title is 'Supporting Documents'. There are two sections for document uploads:

- Professional Resume:** All applicants are **REQUIRED** to submit a brief resume outlining relevant degrees and course work, paid or volunteer work experiences, any honors, presentations, papers, and other life experiences that might be helpful for the admissions committee. Upload your resume reflecting a minimum of 1,800 hours of recent nursing practice (or 12 months of full-time employment). Choose File: no file selected.
- Personal Statement / Statement of Educational Goals:** All applicants are **REQUIRED** to submit a personal statement or statement of educational goals. **Please review the degree program requirements section for statement guidelines.** In addition to your program requirements, consider including your professional goals after completing the program, and any other life experiences that might be helpful for the admissions committee. Choose File: no file selected.

A 'Continue' button is located at the bottom of the page.

Step 12, Sign application:

Sign application and press “Confirm.”

The screenshot shows the 'Signature' step of the application process. At the top, the user's name 'Pope Francis' and the session ID '2023 Fall Non-Degree Seeking, 074634419' are displayed. A warning about impersonation is present. A sidebar on the left contains navigation links: Home, Application Instructions, Personal Background, General Application Information, Disciplinary Questionnaire, Non Degree Seeking Information, Educational Background, Official Test Scores, Supporting Documents, Signature (highlighted), and Review and Submit. The main content area is titled 'Signature' and contains two paragraphs of authorization text. Below the text is a text input field with 'Pope Francis' entered. At the bottom of the main content area is a 'Confirm' button, which is highlighted with a red arrow. The footer of the page features the Loyola University New Orleans logo, contact information (6363 St. Charles Avenue, New Orleans, LA 70118), social media icons for Facebook, Twitter, YouTube, and Instagram, and a copyright notice for 1996-2019.

Step 13, Review and Submit:

Carefully review application and submit it.

The screenshot shows the 'Review' step of the application process. The sidebar on the left contains navigation links: Home, LIM Application Instructions, Personal Background, General Application Information, Program Information, Education Background, Supporting Documents, Recommendation Instructions, Recommendation Upload, Signature, and Review (highlighted). The main content area is titled 'Review' and contains a paragraph of instructions: 'Please review your application before submitting. Make sure you have answered all applicable questions and provided your contact information. At the bottom of this page please put your full name and today's date in the fields before clicking on the "Submit Application" button.' Below the text are two buttons: 'Submit Application' and 'Save for Later'. The 'Submit Application' button is highlighted with a red arrow.