

# LIMEX Air Force Extension Program Applicants

Please follow the instructions below to create your account and complete your application for study as a continuing education student pursuing a Continuing Education Certificate in Spiritual Fitness and Resiliency.

## Create Your 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**

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**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

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

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**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 Program:**  
Applicants must be eligible to practice law in any U.S. state or abroad, if applying to the **LLM Program**.

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To apply for one of the College's Juris Doctor (J.D.) programs (J.D., J.D./M.B.A., J.D./M.U.R.P., J.D./LL.M., or J.D./M.P.A.), please visit [Law Admissions](#) for more information.

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**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

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**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**

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<b>Returning users:</b> <a href="#">Log in</a> to continue an application.	<b>First-time users:</b> <a href="#">Create an account</a> to start a new application.
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### Step 3: Enter your information to register and click “Continue.”

**LOYOLA UNIVERSITY NEW ORLEANS**

### Register

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

Email Address

First Name

Last Name

Birthdate

**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.”

**LOYOLA UNIVERSITY NEW ORLEANS**

### Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email  [switch](#)

Account

Temporary PIN

Birthdate

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

### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

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# Create Your Application

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

**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**

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 Online Master of Criminology and Justice, please visit this [application](#).  
 School of Nursing applicants, please visit this [application](#)

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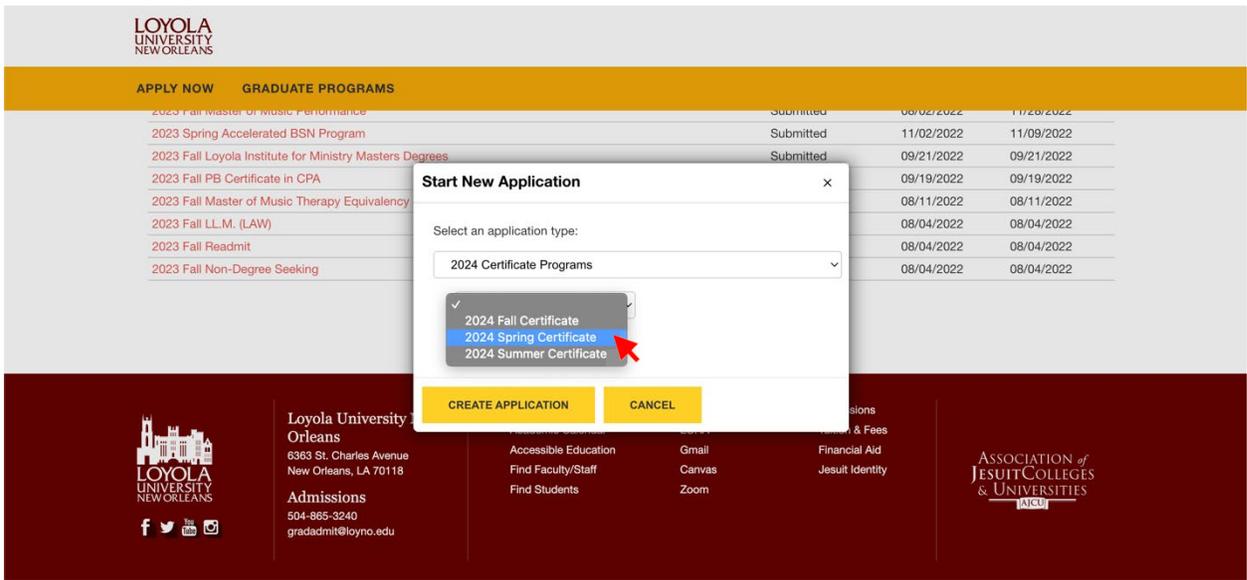
Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

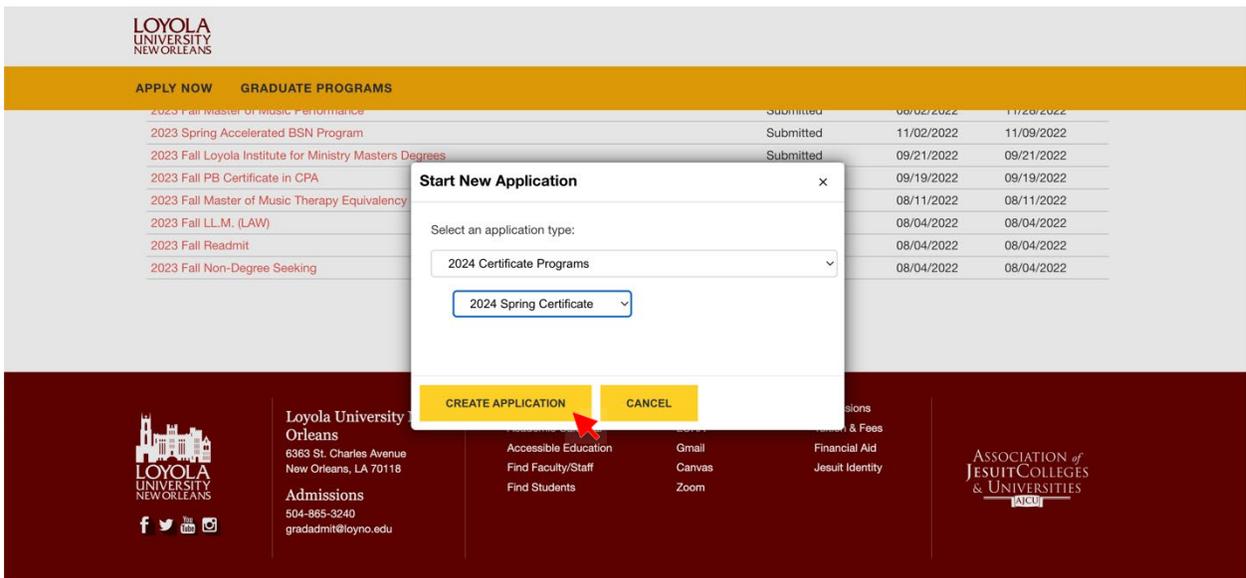
**Step 2:** Select the application type “2024 Certificate Programs:

The screenshot shows the Loyola University New Orleans application portal. At the top, there are navigation tabs for 'APPLY NOW' and 'GRADUATE PROGRAMS'. Below these is a list of application types with their respective submission dates. A 'Start New Application' modal window is open, displaying a list of application types. The '2024 Certificate Programs' option is selected and highlighted in blue. The background shows a table of application types and dates, including '2023 Fall Master of Music Performance', '2023 Spring Accelerated BSN Program', and '2023 Fall Loyola Institute for Ministry Masters Degrees'.

**Step 3: Select the application term “2024 Spring Certificate”:**



Then click “Create Application”:



Once you create the application, the screen will prompt you to open the application.

# Application Instructions

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

**LOYOLA UNIVERSITY NEW ORLEANS**

**APPLY NOW GRADUATE PROGRAMS**

**PERSONAL INFORMATION**

- Post-graduate Certificate in Music Education
- CE Certificate in Spiritual Fitness & Resiliency
- 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 Theology & Ministry LIMEX
- Continuing Education Certificate in Theology & Ministry On-Campus
- Graduate Certificate in Theology & Ministry LIMEX
- Graduate Certificate in Theology & Ministry On-Campus
- Post-master's Certificate in Religious Education On-Campus

**OFFICIAL TEST SCORES**

**SUPPORTING DOCUMENTS**

**RECOMMENDATION INSTRUCTIONS**

**RECOMMENDATION UPLOAD**

**SIGNATURE**

**REVIEW AND SUBMIT**

If you are applying for a LIM certificate program online, please discontinue this application and [click here](#).

The application typically takes 10-15 minutes to complete. If you have supporting documents available, you can upload them at this time. If not, you can upload them later via your application status portal.

**You must complete each section.** Click the continue button at the bottom of each section to save your information and progress to the next page. To go back to previous sections, use the tabs on the left side of each page.

**Accessing your application status portal.**  
After submitting your application, you'll have access to the application status portal, a web portal unique to your account where you can upload required materials and track the status of your application.

Should you require assistance with completing your application, please contact the Office of Graduate Admissions by phone at (504) 865-3240 or via email at [gradadmit@loyno.edu](mailto:gradadmit@loyno.edu).

**CONTINUE**

## Biographics

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

you lived outside the United States?

Religious Preference (Optional)

US 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, accrediting associations, college guides, and newspapers, to describe the ethnoracial 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

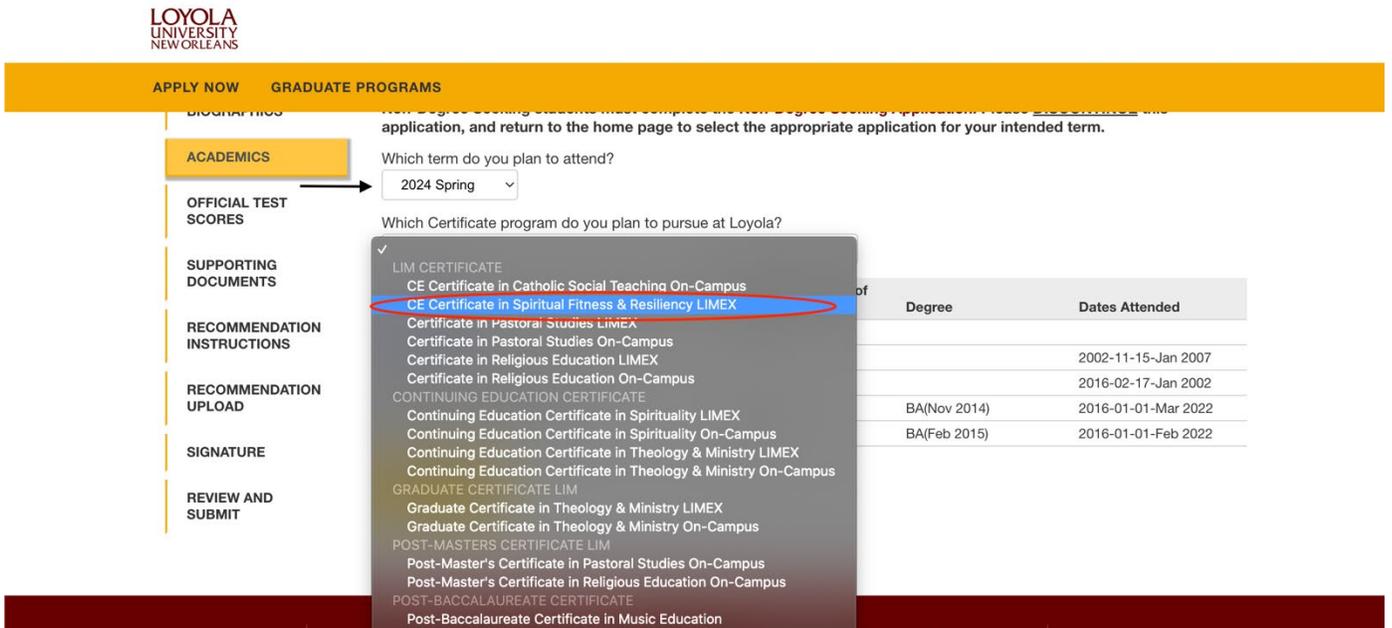
White

Native Hawaiian or Other Pacific Islander

**Continue**

# Academics

**Step 6, Enrollment Information:** Enter the application term “**2024 Spring**”. Then, select your intended LIMEX major “**CE Certificate in Spiritual Fitness & Resiliency.**”



As a CEU student, you are not required to enter any colleges or universities attended, PLEASE SKIP THIS QUESTION.

## Official Test Scores

**Step 7:** You are not required to submit any test scores, PLEASE SKIP THIS SECTION.

## Supporting Documents

Supporting document for this program include a personal statement, résumé, and one reference.

## Step 8, Supporting Documents: Upload supporting documents and click “Continue.”

[Home](#)  
[LIM Application Instructions](#)  
[Personal Background](#)  
[General Application Information](#)  
[Program Information](#)  
[Education Background](#)  
**Supporting Documents**  
[Recommendation Instructions](#)  
[Recommendation Upload](#)  
[Signature](#)  
[Review](#)

### Supporting Documents

#### 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).

Resume.pdf

#### 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.

**\*Essay prompts for LIM applicants are as follows:**  
In 600-1,200 words, please discuss your reasons for applying to the Loyola Institute for Ministry (LIM). Your essay should reflect your understanding of how LIM can help you grow in a current or future ministry, or, for those who do not now consider themselves to be in ministry, help you explore faith and its implications for the Church and world today.

Upload your essay using the tool below:

personal statement

\*If you are still working on your essay and/or resume, you can submit them later via your application status portal (you will be granted access to this portal after submitting your application).

## Recommendation Instructions

**Step 9:** Click “Continue” to move to the recommendation upload section.

## Recommendation Upload

**Step 10:** Here is where you will add your recommender’s name and contact information. To begin, click “Add Recommender”.

LOYOLA UNIVERSITY NEW ORLEANS

APPLY NOW GRADUATE PROGRAMS

Nikita Milton Logout

2024 Spring Certificate, 762694520

Hewie Holliday  
Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

### Recommendation Upload

Please provide contact information for the individuals you have selected to be your recommenders. **Remember to include the required number of recommenders for your respective program.** Your recommenders will be notified via email of your request and will be provided instructions on how to submit your recommendations to the Office of Admissions.

Recommendations can also be submitted via email to [gradadmit@loyno.edu](mailto:gradadmit@loyno.edu). **All professional recommendations must come directly from the recommender and not from the applicant.**

Name	Status
<a href="#">Add Recommender</a>	

Select the type of recommendation you are submitting. Then add your recommender's name and contact information.

You are also required to select if you would like to waive your rights to access your recommendation letter(s). Please select your option, then hit **“Send to Recommender”** and **“Save.”**

If adding more than one recommender, repeat Step 10. Once complete, click **“Continue”** to move to the next section.

## Step 11, Signature: Sign application and click “Confirm.”

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[St. Francis Xavier](#) [Logout](#)

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- [Review](#)

### Signature

I do hereby authorize Louisiana post-secondary institutions access to my academic records. I also authorize the release or receipt of admissions-related information on an as-needed basis to or from high schools and University officials.

I certify that the information in this application is accurate and complete, and I acknowledge that any omission or inaccurate information could jeopardize my standing with Loyola University New Orleans.

In place of your signature, please type your full legal name:

**LOYOLA UNIVERSITY NEW ORLEANS**

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## Step 12, Review & Submit: Review application and click “Submit Application.”

- [Home](#)
- [LM Application Instructions](#)
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- [General Application Information](#)
- [Program Information](#)
- [Education Background](#)
- [Supporting Documents](#)
- [Recommendation Instructions](#)
- [Recommendation Upload](#)
- [Signature](#)
- [Review](#)

### Review

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.

**As an administrator, you may bypass application warnings and submit the application in an incomplete state.**