

---

This application form is applicable to undergraduate/graduate visiting students that are seeking a **Certificate in Leadership & Applied Public Affairs** or a **Graduate Certificate in Leadership & Applied Public Affairs**.

**The following must accompany this application form:**

- Two (2) completed Academic Reference Forms (*to be submitted by referrers*)
- One (1) completed Confidential Personal Reference Form (*to be submitted by referrer*)
- Résumé
- Unofficial TWU Transcript(s) (*include copies of transcripts from other universities submitted for transfer credits*)
- Academic writing sample

---

**Application materials are due by**      **FALL Semester: February 15**      **SPRING Semester: October 15**

Email your completed application and accompanying documents (#3-5) to the following address: [Jayne.Cummins@twu.ca](mailto:Jayne.Cummins@twu.ca)

For questions about the application process, contact:      **Jayne Cummins**  
Upper RNT Building (TWU)  
Tel: (604) 513-2169  
[Jayne.Cummins@twu.ca](mailto:Jayne.Cummins@twu.ca)

For direct program information contact:      **Dr. Janet Epp Buckingham**      or      **Calvin Townsend**  
Director, LLC      Political Science Professor, TWU  
Phone: (613) 569-7511 x.5010      Phone: (604) 513-2121 x.3344  
Email: [Janet.Epp-Buckingham@twu.ca](mailto:Janet.Epp-Buckingham@twu.ca)      Email: [Calvin.Townsend@twu.ca](mailto:Calvin.Townsend@twu.ca)

---

**1. PERSONAL INFORMATION**

Surname:      Given Name(s):

Campus Address:

Permanent Address:

City:      Province/State:      Postal/Zip Code:      Country:

Primary Phone:      Secondary Phone:      Email:

Male      Female      Date of Birth:

Citizenship (for internship placement purposes):

---

## 2. EDUCATION HISTORY

Have you ever enrolled or applied to Trinity Western University before?      Yes      No

Undergraduate Major(s) or Concentration(s) or Minor(s):

From which university:      GPA:

Previous degrees/certifications obtained:      Concentration:

From which university:

*Transcript(s) from all post-secondary institutions should be submitted.*

POLS 234 equivalent course:

From which university:      Taken in:

---

## 3. PERSONAL INTERVIEW

A personal interview may be required by the Director of the LLC subsequent to submission of this application form. Depending upon location and availability, this may be conducted by either phone or in person.

---

## 4. REFERENCES      **\*Three references must be submitted directly by your referrers**

### ACADEMIC OR EMPLOYMENT REFERENCES

1. Name:      Position/Title:

2. Name:      Position/Title:

Students, please submit two (2) Academic References. If you have recently been out of school and in the workforce you may submit one (1) Academic and one (1) Employment Reference.

### PERSONAL OR PASTORAL REFERENCE

3. Name:      Position/Title:

Have you ever been placed on behaviour probation or official accountability at college or university?

No      Yes

If yes, please explain:



---

## 5. INTERNSHIP PREFERENCES

The Director will assign internship placements after discussions with students and potential internship supervisors. While every effort will be made to find each student's ideal internship, it is not possible to guarantee that specific placements will be available. Students also have the option of arranging their own internships, subject to the approval of the Director.

Please see the [LLC web site](#) for the types of internships available. Note, however, that not all placements are available each semester. Conversely, it is also possible to pursue avenues where we have not previously placed a student. In all cases, options should be discussed fully with the Director.

Please indicate below what type of placement you hope to have and what expectations you have of that placement:

If you have specific suggestions for placements, please indicate them here (note that this does not guarantee you this placement).

---

## 6. RÉSUMÉ

Applicants must submit an up to date résumé showing their academic, employment, and volunteer experience. If the application is accepted, this résumé will be distributed to potential internship supervisors, and therefore must be prepared with great care and detail.

---

## 7. LANGUAGES

Are you fluent in French?      Yes      No

Please indicate the highest level of French language instruction you have obtained, and any other experience that you deem relevant. (E.g. 'Studied French until grade 12 and spent last summer studying in Quebec').

Other Languages:

Fluency Level:

---

## 8. ACADEMIC WRITING SAMPLE

Include an academic writing sample with your application. Writing samples are often requested by potential internship supervisors and may be distributed if requested. You may wish to select a sample, if possible, relevant to your potential placement or area of interest.

---

## 9. COMMUNITY EXPECTATIONS

The Laurentian Leadership Centre of Trinity Western University is a community where all members should be free to pursue honest academic inquiry and to explore issues of faith, life and citizenship in an affirming and respectful environment. Therefore, it is imperative that all members participate wholeheartedly in the life of the community, treating fellow members and guests with dignity and regard in the manner they themselves prefer to be treated. While students are not required to adhere to any specific religious faith or tradition, it is expected that each LLC member will respect other students' religious perspectives and, in particular, the Christian identity of Trinity Western University.

By accepting an offer to attend the LLC, students undertake to fulfill the duties of this opportunity, fully comply with the expectations of being a member of TWU and faithfully meet the following Specific Requirements of this program and community:

1. Uphold the University's Mission Statement and Community Covenant Agreement (including conduct with respect to alcohol, use of drugs, sexuality, and academic integrity)
2. Serve as an ambassador of Trinity Western University in and to the city of Ottawa and in all LLC activities.
3. Serve as a student in serious pursuit of learning through academic studies and life experience.
4. Maintain a high degree of professionalism in all internship relations and responsibilities.
5. Participate actively in the community life of the LLC.
6. Treat the LLC facility with care and assist in household duties as required.
7. Remain in residence at the LLC until the last day of the LLC program unless granted special permission from the Director of the LLC.
8. Neither seek nor accept employment while a student at the LLC.
9. Register with a maximum of 15 credits unless granted special permission from the Director of the LLC.

---

## 10. CONFIRMATION

By checking this box and typing my name below, I confirm that all information supplied in this application is true and correct to the best of my knowledge. I also affirm that I have read TWU's Mission Statement, understand and support the University's Responsibilities of Membership, agree to the Community Expectations of the LLC community (listed above) and will comply with them while enrolled in this program.

**I HEREBY APPLY FOR ADMISSION for the following term:**

20

APPLICANT'S NAME

DATE

---

This program is offered under the consent of the Minister of Training, College and Universities. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (e.g. acceptable to potential employers, professional licensing boards and other educational institutions).