



**NOTRE DAME SEMINARY**

2901 S. Carrollton Avenue  
New Orleans, LA 70118-4391  
(504) 866 – 7426, ext. 742

## **ILEM/MAPL New Student Checklist**

**Applicants for the Institute for Lay Ecclesial Ministry (ILEM) and Master of Arts in Pastoral Leadership (MAPL):**

General Application Documents to be sent to [layprograms@nds.edu](mailto:layprograms@nds.edu):

- ILEM or MAPL Application Form
- Three letters of recommendation
- Autobiographical Essay
- If applying for MAPL, an academic writing sample and a personal statement are required
- Official transcripts from undergraduate and graduate institutions
- \$40 application fee

Discount and Scholarship documents are also to be sent to [layprograms@nds.edu](mailto:layprograms@nds.edu):

- Ecclesial Ministry Discount (EMD) Form - If you are involved in an officially recognized Catholic ministry on a regular basis, you qualify for this 50% tuition discount.
- Handing on the Faith (HOF) Scholarship Application & Agreement - If a student works within the Archdiocese of New Orleans in an officially recognized Catholic ministry on a regular basis and is willing to commit to three years of service to the Archdiocese of New Orleans after completing their ILEM certification and/or their MAPL degree, you may qualify for this *additional 50% scholarship* (which is applied to the amount remaining after the EMD, issuing in a total tuition reduction of 75% of the original tuition amount). After filling out the HOF Application once, students need to complete the "Handing on the Faith Semester Agreement" each semester. For further information, please read p.1-4 of the HOF Application, "Policies and Guidelines for Tuition Remission." *All students who qualify for Handing on the Faith also qualify for the Ecclesial Ministry Discount. No EMD form needed to be filled out. HOF includes EMD.*

*Necessary information may be sent to:*

Notre Dame Seminary  
ATTN: Lay Programs Office  
2901 S. Carrollton Ave.  
New Orleans, LA 70118-4391

[layprograms@nds.edu](mailto:layprograms@nds.edu)  
PHONE: (504) 866-7426, ext. 742  
FAX: (504) 866-3119, ATTN: Lay Programs Office