



Admissions Requirements Checklist for International Students

New Orleans Baptist Theological Seminary | Leavell College

We are excited that you are seeking admission to New Orleans Baptist Theological Seminary and Leavell College! Below you will find a list of required materials for your application. **International students seeking to study in the United States require supplemental items before admittance to the seminary will be granted.** Once the Admissions Office has received all required supplemental items, they will submit your application to the Principal Designated School Official (PDSO) or the Designated School Official (DSO) for authorization. If your application is authorized, the P/D SO will issue you a Form 1-20 "Certificate of Eligibility for Nonimmigrant Student Status" that states that you have been accepted into NOBTS/Leavell College. For a more detailed outline of supplemental requirements, refer to the "Prospective International Students and the Admissions Process" document following the checklist. **Please contact the Admissions Office at admissions@nobts.edu for assistance with your application.**

International Student Checklist

Step One: Create an account and complete the online application at nobts.edu/apply

Step Two: Submit Basic Supplemental Items

- Completed Application
- \$40 Application Fee
- [Church Statement](#)
- Character References
 - Pastoral Reference
 - Other Reference
- [Proof of Immunizations and Tuberculosis Form](#)
- Background Check
- [Conversion and Call](#) (Graduate Applicants Only)

Step Three: Submit F-1 Student Supplemental Items

- [Copy of Official Transcript\(s\)](#)
 - English Translation Required
- For English Translations, use World Education Services ([WES](#))
- TOEFL or Duolingo Score
 - Must be taken within two years at the time of application
 - Must meet the required score for program level
- Proof of Funding
 - Personal Bank Statement and/or Affidavit of Support
- Copy of Passport
 - Include passports of any F-2 dependents

Step Four: Complete if Authorization is Granted

- Print and sign Form I-20
- Pay [I-901 SEVIS Fee](#)
- Schedule a [visa interview](#) for a F-1 student visa with your local U.S. Consulate or Embassy
- Contact the [Housing Office](#) to arrange for campus housing
- Contact the [Registrar's Office](#) to register for classes



Prospective International Students and the Admissions Process

New Orleans Baptist Theological Seminary | Leavell College

All prospective international students seeking to study at NOBTS and Leavell College while on an F-1 visa will need to submit an application through the Admissions Office, the Professional Doctoral Office, or the Research Doctoral Office, depending on their desired program of study. International applicants must fulfill all the admissions requirements for their desired program of study as outlined in the individual program sections of this catalog. This page serves as a more detailed notice of the supplemental admissions requirements for students seeking an F-1 visa. **Please contact the Admissions Office at admissions@nobts.edu for assistance with your application.**

General Guidelines for Admission

International students are highly encouraged to submit and complete their application for admission at least 60 days prior to the general application deadline in order to ensure time to secure visas, arrange travel, and get acclimated to the New Orleans area. The last day to submit an application as an F-1 seeking student is 30 days prior to the first day of the desired term of entry. The following items are required, in addition to the standard application items, for all students applying to NOBTS and Leavell College at all program levels:

- A WES evaluated transcript(s) for all post-secondary institutions attended and high school if applicable.
- Official TOEFL scores.
- A recent copy of the student's passport and of any dependents seeking F-2 visas
- Proof of Financial Support

WES Transcript Evaluations

To ensure accurate assessment of international transcripts, a World Education Services (WES) evaluation is required of all students who have studied outside of the United States. All official transcripts from non-US post-secondary educational institutions must be translated (as applicable) and sent directly to WES by the issuing institution. This is required before the admissions file will be considered complete. Information is available at www.wes.org.

Students can apply for an evaluation on the WES website, and should apply for the Course-by-Course evaluation if they have completed any credit at their program level for which they are applying in order to request a transcript evaluation by the Registrar's Office.

NOBTS and Leavell College will accept WES evaluations for a minimum of five years following the data of issuance. After 5 years, NOBTS and Leavell College reserves the right to request a new WES evaluation of the qualifying credential.

Korean applicants who are applying to study in the Korean Theological Institute who have earned the requisite degree from an institution acknowledged by the Korean Ministry of Education may work with the Director of the Korean Theological Institute for verification of the accreditation of the requisite degree. Upon successful verification of the applicant's degree, the Director of the KTI program will provide the Admissions Office and the PDSO with a written verification of the degree in the student's file. This written verification must be accompanied by official copies of the student's transcript. If the Director of the KTI program or another school official is not able to verify the student's degree, the student must submit a WES evaluation as a part of the application. Students wishing to transfer credit into NOBTS or Leavell College must also request a course-by-course evaluation through WES.



Official TOEFL Scores

The below chart reflects the required TOEFL scores based on the program level of entry. Other English proficiency exams may be taken to satisfy this requirement at the discretion of the PDSO. Applicants should work with their admissions representative in coordination with the PDSO to use other exams to satisfy the English proficiency requirement. Exams must be taken at most two years prior to making an application at NOBTS and Leavell College.

TOEFL scores may be waived if the student has an earned degree taught in the English language. Students wanting to waive the TOEFL requirement must submit a written assignment demonstrating writing skills at the appropriate program level. The student must also be able to converse in English at an acceptable level. This exception must be made by a DSO. Students not granted the exception must submit an acceptable TOEFL score.

TOEFL scores are not required for Korean students who are studying as a part of our Korean Theological Institute or Korean Doctor of Ministry Program since these courses are taught in the student's native language.

Test	Undergraduate/Masters	Professional Doctoral	Research Doctoral
TOEFL (iBT)	80	90	100

Recent Passport Copies

Students must submit recent copies of their passports as a part of their admissions file. These should include any dependents seeking F-2 visas as well.

Proof of Financial Support

International students seeking F-1 visas must demonstrate that they are financially capable and supported during their studies. F-1 students are primarily students during their time in the United States and must be able to provide proof that they can afford their education and life expenses while studying at NOBTS and Leavell College. An applicant should speak to a DSO regarding the amount needed to demonstrate financial support for their desired degree. The applicant can provide proof of financial support in two ways:

1. A bank statement with the student's name as the account owner: The bank statement should be in English and US dollars. It is the student's job to provide the appropriate translation and/or currency exchange.
2. A bank statement from a supporter and a notarized affidavit of support with seal. The affidavit must include the following items:
 - Student's name
 - Supporter's name
 - USD amount of support
 - Notarization and seal
 - The bank statement should be in English and US dollars. It is the student or supporter's job to provide the appropriate translation and/or currency exchange. The bank statement or affidavit should be dated less than one year prior to the start of the desired entry term.