

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Doctor of Philosophy

Instructions for Completing the Application for Admission

Checklist Any application that is returned not properly completed and without all documentation will be rejected.

APPLICATION DEADLINES

February 1 for admission in August, September 1 for admission in January. These deadlines include the application and all supporting documentation.

APPLICATION FOR ADMISSION

Answer every question. Sign and date the *Policy Statement/Authorization and Release*.

APPLICATION FEE — \$25.00

The application fee must accompany the application. Make checks payable to NOBTS.

TRANSCRIPTS

Request official transcripts from each postsecondary institution you have attended. Official transcripts should be sent directly to New Orleans Baptist Theological Seminary, Office of Research Doctoral Programs, 3939 Gentilly Blvd., New Orleans, LA 70126. If you are a former or current NOBTS student, contact the Office of Research Doctoral Programs for transcript procedure.

GRE TEST RESULTS

Request that GRE scores (general and writing assessment component) be sent directly to NOBTS. GRE tests should be taken by January 1/August 1 in order to be received in the Office of Research Doctoral Programs by the application deadline.

PERSONAL EVALUATIONS

Complete and sign the first part of each evaluation. Give the evaluation form and an envelope (provided in this packet) to each personal reference listed on your application. The reference then will complete the form, place it in the envelope, **seal the envelope, and sign the outside flap**. Any envelope not sealed or signed will be rejected. References may return the form to you or notify you that they have mailed the form directly to the Seminary. You should submit evaluation forms with your application, attaching a note to your application indicating references who have mailed the form under separate cover.

CHURCH ENDORSEMENT FORM

This form and an envelope (provided in this packet) should be given to an official in the church where you currently hold membership. The form must be read and acted upon by the church body. (Non-Southern Baptists should contact the Associate Dean of Research Doctoral Programs for guidance.) A church official should seal the envelope and sign the outside flap. The church official may return the form to you or notify you that he or she has chosen to mail the form directly to the Seminary. You should submit the form with your application or attach a note to your application indicating that the church official has mailed the form under separate cover.

HEALTH CERTIFICATE / PROOF OF IMMUNIZATION FORMS

Read both forms carefully and complete your portion of each. Deliver both forms, along with the pre-addressed envelope, to your physician. Notify your physician of the deadline for receiving all forms. The examination must have been within the last year.

LANGUAGE / STATISTICS PREREQUISITES AND PREVIOUS PHD COURSES

If you currently are enrolled in courses to meet language or statistics prerequisites, you must furnish verification of the courses, including course titles, credit hours, and date to be completed. If you are enrolled in or have completed advanced courses, you may make a written request for transfer of up to 8 hours of credit by furnishing course descriptions (preferably syllabi), completion dates, and an official transcript of courses completed. The request, including verification, must be submitted on the **Transfer of Credit Request Form** with your application materials for consideration in the admissions process.

RESEARCH PAPER

The applicant must submit a graded research paper from the master's program for review by the division. If no paper is available, the applicant should contact the Associate Dean of Research Doctoral Programs for guidance.