

New Orleans Baptist Theological Seminary
Division of Church Music Ministries

**Doctor of Musical Arts
Checklist for Completing the Application for Admission**

Name: _____ Date: _____

Checklist *Any application not properly completed and without all documentation will be rejected.*

_____ APPLICATION DEADLINES

March 15 for August admission; October 15 for January admission. These deadlines include the application and all supporting documents.

_____ APPLICATION FOR ADMISSION

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

_____ APPLICATION FEE

The application fee of \$40.00 must accompany the application. Make a check payable to NOBTS.

_____ TRANSCRIPT(S)

Request an official transcript from each post-secondary institution attended. Official transcripts should be sent directly to New Orleans Baptist Theological Seminary, Division of Church Music Ministries, 3939 Gentilly Boulevard, New Orleans, LA 70126. If you are a former or current NOBTS student, contact the Division of Church Music Ministries regarding transcript procedure.

_____ GRE RESULTS

Request that GRE scores (general and writing assessment component) be sent directly to NOBTS at the same address listed under the TRANSCRIPT(S) section. GRE tests should be taken by April 15 (for August enrollment) or September 1 (for January enrollment) in order to be received in the Division of Church Music Ministries office by the application deadline.

_____ PERSONAL EVALUATIONS

Complete and sign the first page of each evaluation. Give the evaluation form and an envelope to each personal reference listed on the application. Then, the referral 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.** Referrals may return the form to you or notify you that they have mailed the form directly to the Seminary. Personal Evaluations should be submitted with the application. A note should be attached to the application indicating references who have mailed the form under separate cover.

_____ CHURCH ENDORSEMENT FORM

This form and an envelope should be given to an official of the church in which you are a current member. The form must be read and acted upon by the church body. (Non-Southern Baptists should contact the Division of Church Music Ministries 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 has mailed the form directly to the Seminary. The Church Endorsement Form should be submitted with the application, or a note should be attached to the application indicating the church official has mailed the form under separate cover.

_____ ETHICAL CONDUCT

This form brings to the forefront the standards of conduct, behavior, and academic performance expected by New Orleans Baptist Theological Seminary for students of Christian ministries.

_____ BACKGROUND CHECK

The student must submit to a Criminal Background Check and a CastleBranch.com background review. Go to <http://www.castlebranch.com> and enter package code NP12 Enter the required personal information, agree to the terms of service, set up your account, and pay the fee.

_____ STATEMENT OF CALL AND COMMITMENT

Complete and sign the form. Be sure to attach your responses to the form questions.

_____ HEALTH CERTIFICATE/PROOF OF IMMUNIZATION FORMS

Read both forms carefully, and complete the applicant portion of each. Then, deliver both forms, along with a pre-addressed envelope, to your physician. Be sure to notify your physician of the deadline for receiving all forms. The examination must have been within the last year.

_____ RESEARCH PAPER

A graded research paper from your master's program must be submitted with the application for review by the Division. If no paper is available, you should contact the Division of Church Music Ministries for guidance.

_____ PREVIOUS DMA COURSES

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.