

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 — \$40.00

Send a check for \$40.00 made out to NOBTS to New Orleans Baptist Theological Seminary, Business Office, 3939 Gentilly Blvd., New Orleans, LA 70126. On the check byline, write your NOBTS student ID number and indicate "For PhD application."

BACKGROUND CHECK

Complete a Criminal Background Check by following the [link](#) on the Research Doctoral Programs Application Forms Web page. The background check fee is payable online to CastleBranch. Results must be available before the Doctoral Admissions Committee can consider the applicant.

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) be sent directly to NOBTS. GRE tests should be taken by January 1/August 1 for scores to be received in the Office of Research Doctoral Programs 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 your application. The reference then will complete the form, place it in the envelope, **seal the envelope, and sign the outside flap**. References may return the forms to you for submission with your application or notify you that they have mailed the form directly to the Seminary.

CHURCH ENDORSEMENT FORM

This form and an envelope 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 for submission with your application or notify you that he or she has chosen to mail the form directly to the Seminary.

HEALTH CERTIFICATE / PROOF OF IMMUNIZATION FORMS

Read both forms carefully and complete your portion of each. Deliver both forms, along with an envelope addressed to the Office of Research Doctoral Programs, 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 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. Submit a written **plan of completion** for prerequisite courses for which you are not currently registered. 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 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.