



**NEW ORLEANS**  
BAPTIST THEOLOGICAL SEMINARY



**LEAVELL**  
COLLEGE

### Fast-Track Your Application

1. **Submit Application** Fill out your application at [apply.nobts.edu](http://apply.nobts.edu).
2. **Electronic References** Send references out immediately after submitting your application. Then call/text each reference and ask them to fill it out as soon as possible, emphasizing the timeline you have.
3. **Background Check** Complete the background check next. This can take up to ten business days to process. You will receive a confirmation email when this is complete. Let our office know when this is completed.
4. **Church Statement** Send your church statement to your pastor. Instead of having your church complete the form at a business meeting, request that they and other leaders sign the church statement.
5. **Education Qualifications**
  - a. If applying for the undergraduate program you can send us a copy of your high school diploma. If you have attended college before and want to request transfer credit you will need to request your transcript be sent to our office. Address provided below.
  - b. If applying for the graduate program call the Registrar's office from the university from which you earned your Bachelor's degree and request that your transcript be sent to New Orleans Baptist Theological Seminary. Address provided below.
6. **Proof of Immunizations** All students regardless of their campus location must submit the proof of immunizations. Look over the *Proof of Immunizations Compliance* and see which immunizations you need updated. Contact your medical doctor if necessary and set up an appointment.
7. **Once you have submitted all items contact our office and let us know that you have completed all of the supplemental items.**
8. **If you have questions you can contact our Admissions Counselors. For undergraduate admissions contact Mackenzie Sizemore at [leavelladmissions@nobts.edu](mailto:leavelladmissions@nobts.edu). For graduate admissions contact Taylor Divney at [gradadmissions@nobts.edu](mailto:gradadmissions@nobts.edu).**

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### Transcript Mailing Information

**Undergraduate**—If your school sends electronic transcripts send them to [leavelladmissions@nobts.edu](mailto:leavelladmissions@nobts.edu).

**Graduate**—If your school sends electronic transcripts send them to [gradadmissions@nobts.edu](mailto:gradadmissions@nobts.edu).

**Undergraduate and Graduate**—If your school sends transcripts through the postal service send them to the following address.

New Orleans Baptist Theological Seminary  
ATTN: Admissions/Box 285  
3939 Gentilly Blvd.  
New Orleans, LA 70126