

INTERNATIONAL DOCTORAL APPLICANT CHECKLIST

Proof of support

United States Immigration regulations make it mandatory that persons entering the US on a student (F-1) visa show adequate resources for their seminary training. Therefore, you will need to provide **a written certification from a bank or similar financial agency** certifying you presently have on deposit in their savings account the minimal requirement for one year of study at the seminary for a single or a married student. This proof of financial support/financial statement must be notarized.

- Single student: \$20,000
- Student with family (spouse and/or children): \$30,000
- If you cannot show the amount required in your account, you may have someone write an affidavit of support and have the document notarized. This document must be the original and not sent via email. There can be more than one person providing a notarized affidavit of support for you. The support must total the amount required. Send to our office the original notarized document(s) along with the accompanying notarized bank statement(s).

Background check

If you have been assigned a United States Social Security Number for any reason, please complete the background check included in the Application Packet links.

English Proficiency is required

All F-1 applicants whose native language is not English (Canada, United Kingdom, etc. withstanding) must take the TOEFL examination and make a 90 minimum for entrance into any professional doctoral program. Students with a master's degree from an English-speaking institution and have at least a 3.5 GPA may request a waiver of the TOEFL requirement with approval from the Associate Dean of ProDoc, the program director, and the PDSO. Normally, exceptions will not be made outside of extreme circumstances, and exceptions must be made by approval from the Associate Dean of ProDoc, the program director, and the PDSO. Students studying in the Korean DMin program are not required to submit proof of English proficiency as their program is taught in their native language.

Addresses

Provide both your present United States address as well as your permanent address from your country of citizenship in the Application.

Passport copies

Provide a copy of your passport as well as copies of the passport of your

spouse and each child, if they are coming with you.

WES Evaluation

As an international student, the next step will be to present evidence that you have earned a degree which is the equivalent of the Master of Divinity degree or a Master of Arts degree offered in American colleges and universities. Please have your academic records and transcripts evaluated by [World Education Services, Inc. \(www.wes.org\)](http://www.wes.org). You can contact them for the needed information and necessary forms. World Education Services, Inc. charges a fee for this evaluation. Please request that World Education Services, Inc. forward directly to the seminary a document-by-document copy of the evaluation of your master's degree transcript.

Transcripts

All official undergraduate and graduate transcripts should be mailed to our office address:

New Orleans Baptist Theological Seminary
Professional Doctoral Office
3939 Gentilly Blvd. Box #406
New Orleans, LA 70126
United States

Full-Time and On-Campus Status

All F-1 Visa students are required to maintain full-time status through consistent registration as well as on-campus attendance for one seminar/workshop per trimester.