

**Application Instructions and Admissions Checklist****Instructions for Completing the Application for Admission**

Applications not completed properly and/or without all documentation will be rejected. Approved applications are valid for one year. Submit all documents to [edd@nobts.edu](mailto:edd@nobts.edu) or Doctor of Education Program Office, 3939 Gentilly Blvd Box #131, New Orleans, LA 70126

**APPLICATION DEADLINES**

**April 1st** for admission in Fall (July), **November 1st** for admission in Spring (January), and **March 1st** for admission in Summer (May). These deadlines include the application and all supporting documentation. Pre - Residency requirements indicated with an (\*).

\_\_\_\_\_ APPLICATION FOR ADMISSION\* [www.nobts.edu/edd](http://www.nobts.edu/edd)

Use the online application. Answer every question.

\_\_\_\_\_ APPLICATION FEE\* \$40.00

The application fee must accompany the application and can be paid one of 3 ways. If you do not have a NOBTS ID#, please request one from the Doctor of Education office.

1. Pay at the Business Office window or mail a check or money order directly to the Business Office (New Orleans Baptist Theological Seminary, Business Office, 3939 Gentilly Blvd. New Orleans, LA 70126). Include your Student ID# on the check.
2. Pay over the phone through our Automated Phone System by calling 866-606-8235. You will need to enter your Student ID# and the amount of the balance. \*\*Any payment made via debit/credit card will incur a 2.5% service fee from our third-party payment processor. Any payment made via E-Check will incur a flat fee of \$1.75
3. Pay through your student portal if you are a current NOBTS student or recent alumni.

\_\_\_\_\_ TRANSCRIPTS\*

Request official transcripts from each postsecondary institution you have attended. Official transcripts can be sent electronically to the NOBTS admissions office or to New Orleans Baptist Theological Seminary, Doctor of Education Program Office, 3939 Gentilly Blvd Box #131, New Orleans, LA 70126. If you are a former or current NOBTS student, contact the Doctor of Education Program Office for transcript procedure.

\_\_\_\_\_ STATEMENT OF CALL AND COMMITMENT\*

Complete and sign the Statement of Call and Commitment to full completion. Send it to the Doctor of Education Program Office by the application deadline.

\_\_\_\_\_ CHURCH STATEMENT OF AFFIRMATION\*

This form 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 according to their governing policies. The church official may return the form to you (then you mail or scan and email the statement of affirmation) or notify you that they have mailed the form directly to the NOBTS Doctor of Education Program office.

### Application Instructions and Admissions Checklist

#### \_\_\_\_ PROOF OF IMMUNIZATION FORMS\*

The Immunization Proof Forms (2) are required by the state of Louisiana and not just NOBTS. Please follow the published guidelines and protocols. If you are a NOBTS alumni, contact the Doctor of Education program office to possibly access previous immunization records.

#### \_\_\_\_ PERSONAL EVALUATIONS\*

Print 4 copies of the personal evaluation form. Complete and sign the first part of each. Give an evaluation form to each person you enlist as a reference. References may mail or scan and email the personal evaluations directly to the NOBTS Doctor of Education office.

#### \_\_\_\_ BACKGROUND CHECK\*

All applicants must agree to a background check conducted by a contracted service provider. Go to <http://portal.castlebranch.com/NP09> to complete the background check. Enter the required personal information, agree to the terms of service, and set up your account. If a code is required, please use NP09. At the end of the online order process, you will be asked to pay the background check fee of \$29.95. You may use VISA or Mastercard. You may opt for paying the "expedite fee" for faster service if you are trying to meet a deadline.

#### \_\_\_\_ STATISTICS PREREQUISITES

Students must demonstrate competency in statistics for social sciences. Generally competency is measured by transcript hours (graduate or undergraduate courses) in descriptive, univariate, and multivariate statistics as well as use of computer applications such as the Statistical Package for Social Sciences (SPSS). If you do not meet this criteria, you will be required to complete CEST6300 Introduction to Educational Research and Statistics (or similar course at another institution) in your first year.

#### \_\_\_\_ TRANSFER OF CREDITS

Students who are enrolled in or have completed advanced courses may make a written request for transfer of credits by furnishing course descriptions (preferably syllabi), completion dates, and an official transcript of courses completed. These students may request the transfer of doctoral-level courses completed at another accredited institution prior to admission.

#### \_\_\_\_ GRADUATE THEOLOGICAL PAPER

The applicant must submit a previously written research paper from a graduate program for review by the division. (Turabian Style is preferred) If no paper is available, the applicant should contact the EdD Program Director for guidance.

#### \_\_\_\_ ENTRANCE EXAM

The Entrance Exam is required to assess your foundational knowledge about educational foundations, Christian education, discipleship and spiritual formation, as well as church or school leadership and administration. A reading list and study guide are available on the program website. A link to the exam will be sent to you. When you are ready to take the exam, simply open the link. You will have three hours to complete the exam.

#### \_\_\_\_ PROFESSIONAL PROFILE

Use the template supplied to indicate academic endeavors and professional experience.

### **Application Instructions and Admissions Checklist**

#### \_\_\_\_ ENTRANCE INTERVIEW

The interview focuses on one's conversion experience, call to ministry, family relationships, reasons for pursuing the doctoral degree, interests and reading in the proposed field of study, and other areas that may enable the faculty to know the applicant better and to ascertain his or her potential for advanced studies.