

APPLICATION ADMISSION REQUIREMENTS

We are glad you are interested in applying! If you have any questions, please contact the Admissions office at 504-282-4455 or contact@nobts.edu

Step ONE: Create an account and complete an application.

Step TWO: Submit the following supplemental items:

- Completed Application
- \$40 Application Fee
- Church Statement
- Character References: Pastor + 1 Other
- Immunizations + TB Form
- Background Check
- Copy of official transcript

*You may be asked to submit additional supplemental items if needed.

ELIGIBILITY REQUIREMENTS:

1. For Leavell College students you must have earned a high school diploma or its equivalent. For Graduate students, you must have a Bachelor's degree from an accredited institution.
2. Been a Christian for a minimum of One Year.
3. Be recommended by a local church.



EXPLANATIONS AND INSTRUCTIONS

- 1. APPLICATION AND APPLICATION FEE: \$40**
- 2. Church Statement:** The Church Statement should be given to one of your pastors or church leaders. The form should be signed and dated appropriately. The Church Reference is an affirmation from your church about God's call on your life to serve in ministry and their support of you studying for ministry.
- 3. Character References:** The references are electronic forms which you will send to those recommending you for study at NOBTS/Leavell College. You can also include a note, if needed. Upon receipt, your reference will complete the form and then submit it electronically. No physical paperwork or letter required! The character reference must not be a family member, be involved in ministry (preferred not required), must have known the applicant for over a year.
- 4. Proof of Immunizations:** The Proof of Immunizations is filled out by your primary care physician. Students who are taking classes in a classroom setting in the state of Louisiana are required to show they have received the MMR vaccination at some point in their life, the Tetanus shot within the last ten years, and the TB skin test within the last year. Each is listed on the Proof of Immunizations form. There is an option to request exemption, in which, the section on the immunization form needs to be completed. The TB form is still required if exemption is pursued.
- 5. Background Check:** The link to the background check is found in your online application portal. Each student must go through CastleBranch for a background check. Other background checks will not be accepted. The cost of the background check is \$29.00.
- 6. Official Transcript:** If you are applying for the undergraduate program, a copy your high school diploma or transcript and either upload it to your online application folder or send it to Leavell College via email, fax, or postal service. If you have attended college before, an official college transcript will suffice for your admission. They can be sent to leavelladmissions@nobts.edu
 - a. If you are applying for the Graduate program you will need to submit official transcripts from all institutions which you have attended. They can be sent to gradadmissions@nobts.edu or the physical address below.
 - b. For a transcript to be official, it must be either:
 - i. Sent directly from the university to our office, whether by email or postal service.
 - ii. Sent by you through the postal service but still in the unopened, officially sealed envelope.
 - c. *Your transcripts will not automatically be evaluated for transfer credit. Contact the Admissions office to inquire about this process.*
- 7. Conversion & Call:** *Graduate applicants only.* Please type out your answers to the following questions and upload or send to your Admissions Counselor!

*Additional items you may be asked to submit including divorce documents, counselor's statements, and proof of naturalization.

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