



**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 five 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. **Health Statement** Complete the health statement and upload it to your application portal.
6. **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.
7. **Statement of Conversion and Call** Type out a statement about your conversion to faith in Christ and your call to ministry. Include your definition of a divine call and where you believe God is leading you to serve in ministry. Be detailed yet brief. Aim to make this statement approximately 300 words in length.
8. **Proof of Immunizations** This is only needed if you are planning to take coursework in an in-person class setting within the state of Louisiana. 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.
9. **Once you have submitted all items contact our office and let us know that you have completed all of the supplemental items.**
10. **If you have questions you can contact our Admissions Counselors. For undergraduate admissions contact Holly Evans at [leavelladmissions@nobts.edu](mailto:leavelladmissions@nobts.edu). For graduate admissions contact Trenton Fleener at [gradadmissions@nobts.edu](mailto:gradadmissions@nobts.edu).**

---

### Transcript Mailing Information

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