DOCTOR OF EDUCATION

Application & Admissions Checklist

NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

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 your Student Application Portal.

Application Deadlines

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

- [ ] **Application for Admission***

  Use the online application. Answer every question. You will be required to provide the names of three references (personal, academic, church leadership).

- [ ] **Application Fee***

  The application fee is $40 and must accompany the application. You can pay in two different ways:

  1. Pay through your Student Application Portal.

  2. 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).

- [ ] **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 & Purpose***

  Complete and sign the Statement of Call and Purpose.

Church Statement*

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 NOBTS.

Proof of Immunization*

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 Admissions office to possibly access previous immunization records.

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

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.

Professional Profile*

Use the template supplied to indicate academic endeavors and professional experience

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.

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.

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 request for transfer of credits by furnishing course descriptions (preferably syllabi), completion dates, and an official transcript of courses completed. Students will need to request an Official Transcript Evaluation that can be found in the Student Portal. These students may request the transfer of doctoral-level courses completed at another accredited institution prior to admission.