

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 or Doctor of Education Program Office, 3939 Gentilly Blvd Box #131, New Orleans, LA 70126

APPLICATION DEADLINES

April 1st for admission in Fall (July), **October 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

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 AND PREVIOUS EDD COURSES

If you are enrolled in courses to meet statistics prerequisites, you must furnish verification of the courses, including course titles, credit hours, and date to be completed. Submit a written plan of completion for prerequisite courses for which you are not currently registered. If you are enrolled in or have completed advanced courses, you may make a written request for transfer of credits by furnishing course descriptions (preferably syllabi), completion dates, and an official transcript of courses completed. The request, including verification, must be submitted on the Transfer of Credit Request Form with your application materials for consideration in the admissions process.

_____ RESEARCH PAPER

The applicant must submit a 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.

_____ 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.