

SBTS Application Information for the Online Graduate Certificate Program

Online graduate certificates provide an option for people already immersed in service in the local church or in cross-cultural ministry whose educational needs do not warrant a commitment to a full degree program. Graduate certificates can be particularly helpful for people like:

- Pastors who want to update their skills and knowledge
- Church staff members who need refresher courses in one or more areas
- Laymen who want an introductory theological education, concentrated in a particular area
- Students who are interested in an eventual graduate degree but who need incremental challenges
- Bible college professors and teachers in Christian schools who need additional hours to enhance their credentials
- Students whose geographical location precludes their ability to move to Louisville to complete residency requirements for a degree

ADMISSION DEADLINES

Degree Program	Fall Semester	Winter Term	Spring Semester	Summer Term
Online Graduate Certificate	July 15	Dec 1	Dec 1	May 1

APPLICATION PROCESS

The Southern Baptist Theological Seminary holds to a rolling admissions process. This means that files are reviewed as soon as they are completed. This also means that your application is a self-managed process. While, initially, we will notify you of missing items, it is the applicant’s responsibility to ensure that all requirements are received in a timely manner. All materials do not need to be submitted simultaneously. However, your file will not be considered for admission until it is completed. Once complete, the Admissions process takes 2-3 business weeks under normal circumstances.

APPLICATION REQUIREMENTS BY DEGREE PROGRAM

Standard application requirements for Online Graduate Certificate program:

- Application Form (pages 4-6)
- Application Fee
- Official Transcription from *all* institutions attended
- Pastor/Leader Recommendation Form
- Spiritual Autobiography
- Please note that international applicants must submit TOEFL scores for all degree programs. Additional requirements for international doctoral applicants include the TWE and TSE. Information on these tests can be found at www.toefl.org. Please note that the internet based test allows students to complete all three tests in one exam.

APPLICATION INSTRUCTIONS

1) **APPLICATION FEES:** The application fee is \$35. If a student has been out of class for more than two semesters without going through formal withdrawal with the Office of Academic Records, a new application and the reapplication fee of \$25 must be submitted.

Please make checks payable to “SBTS – Admissions.” The application fee is non-refundable.

2) **OFFICIAL TRANSCRIPTION:** Transcripts cannot be delivered by the applicant, stamped “Issued to student” or faxed. Please have the Registrar at your colleges mail your transcripts *directly* to the Admissions Office at Southern Seminary. We will need official transcripts from all educational institutions attended – even if only for one class or a study abroad experience.

3) **PASTOR RECOMMENDATION FORM:** Pastor/Leader Recommendation forms may not be completed by family members.

4) **SPIRITUAL AUTOBIOGRAPHY:** Please include these details in your autobiography:

- 1) Describe your conversion (life before you believed the gospel, brief explanation of the gospel and how you came to believe it, and how your life has changed since your conversion).
- 2) Understanding of your call to ministry
- 3) Other significant life events
- 4) Reasons for applying to Southern Seminary.

Please limit your paper to three typed, double-spaced pages.

TRANSFER CREDIT

Course credits within a graduate certificate hold the same value as credits within a degree program and are transferable to master’s degree programs, per catalog and full application to and acceptance in the desired degree program. If a student earns multiple certificates and wishes to transfer those credits to a degree, the current online course cap applies (currently 42 hours). No more than three hours credit earned prior to application to the online graduate certificate program may be applied to a specific certificate. For further questions please contact the Academic Records Office at academicrecords@sbts.edu or (502) 897-4209.

ADMISSIONS COUNSELORS AND ACADEMIC ADVISORS

Each student is assigned a personal Admissions Counselor. The primary responsibilities of Admissions Counselors are to work with prospective students and new applicants. They will serve as your personal liaison to the full resources of Southern Seminary and can assist you in making an easy transition to Southern Seminary.

Academic Advising is available to students throughout the year. A session is included during orientation at the start of each semester. Questions about advising should be directed to Student Administrative Services at academicadvising@sbts.edu or (502) 897-4201.

SOUTHERN BAPTIST TUITION RATE

Students who are committed to serving within the Southern Baptist Convention, but are currently affiliated with another denomination, may be eligible to receive the Southern Baptist tuition rate. In order to be considered, a Covenant Agreement Form must be completed and received by the posted deadlines (August 1, December 1, May 1). This form is only available from the Admissions Office, must be signed by the student and current pastor and must be received by the posted deadlines. *Under no circumstances will Covenant Agreement Forms be considered after the deadline.* Students wishing to change denominational affiliation must show due deliberation by submitting this material in a timely manner.

INTERNATIONAL STUDENTS

Because the admissions process for international students is complex, special documents have been created. They will explain the process and essential financial information that international students must know in order to apply. Southern Seminary also maintains a Coordinator for International Students. That office can be reached at international@sbts.edu or (502) 897-4205. These forms are available for download from our website or can be mailed to you by request. Contact admissions@sbts.edu to have these forms sent to you.

APPLICANTS WITH UNACCREDITED DEGREES – Provisional Admission

Applicants who hold a bachelor's degree from a college or university lacking regional accreditation are evaluated on a case-by-case basis. Provisional Admission may be granted if transcripts show a 3.0 cumulative GPA and a prescribed course of study that includes 60 hours of liberal arts study. Course work must be in a variety of fields and no more than 12 credit hours can be counted in any one field. No more than 30 hours can be in ministry related fields. Southern Seminary accepts degrees from schools that are accredited by SACS (and other comparable regional accrediting bodies) or ATS. Southern Seminary also recognizes degrees granted by ABHE schools. See the current Academic Catalog for more explicit information regarding Provisional Admission.

STUDENTS WITH ACCESSIBILITY AND LEARNING NEEDS

Southern Seminary is committed to making both campus facilities and degree programs accessible to students. Students who have accessibility needs or learning-related needs are encouraged to contact the Office of Student Services in order to determine how Southern Seminary can assist in addressing those needs. Student Services can be reached at (502) 897-4201 or via email at studentservices@sbts.edu.

ACCREDITATION

The Southern Baptist Theological Seminary is accredited by the Southern Association of Colleges and Schools (SACS) and the Association of Theological Schools (ATS). We recognize college degrees granted by schools accredited by these organizations as well as: the Middle States Association of Colleges and Schools, the New England Association of Schools & Colleges, the North Central Association of Colleges and Schools, the Northwest Association Of Schools And Colleges, and the Western Association of Schools and Colleges. We also recognize the accreditation of Bible colleges accredited through the Association for Biblical Higher Education (ABHE). If your school is not accredited by one of these agencies, admission must be sought through the seminary's Provisional Admission policy.

CONTACT INFORMATION

Should you require additional assistance, Admissions professionals are available to assist you Monday-Friday, 8:00 am - 4:30 pm Eastern Standard Time. You can reach the Admissions Office at:

(toll free) 1.800.626.5525 ext. 4617 (fax) 502.897.4723 (email) admissions@sbts.edu



Application Form Online Graduate Certificate

APPLICATION INFORMATION

Full legal name _____ Name usually called _____
last first middle

Maiden name (if applicable) _____

Current Mailing Address _____
apartment/box/street number

_____ Telephone _____
city state/country zip area code/number (home) area code/number (work)

Home city and state _____ Citizenship _____
Country

E-mail Address _____

Applicant's Date of Birth _____ Applicant's place of birth _____
city/state/country

Gender: Male Female

Applicant's marital status: Single Married Divorced Widowed Remarried

Date of Divorce _____

Social Security number _____ - _____ - _____

Applicant's Ethnic Group (For reporting purposes only):

White: Non-Hispanic American Indian or Alaskan native Hispanic
 Black: Non-Hispanic Asian or Pacific Islander Other _____

PURPOSE IN SEEKING A SEMINARY EDUCATION

Vocational goal (Indicate order of preference—1st, 2nd, and 3rd)

<input type="checkbox"/> Pastorate	<input type="checkbox"/> Music Ministry	<input type="checkbox"/> Counseling	<input type="checkbox"/> Pastoral Counseling
<input type="checkbox"/> Church Administration	<input type="checkbox"/> Evangelist	<input type="checkbox"/> Christian Education	<input type="checkbox"/> Civilian Chaplaincy
<input type="checkbox"/> Religious Journalism	<input type="checkbox"/> International Missions	<input type="checkbox"/> Adult Ministry	<input type="checkbox"/> Military Chaplaincy
<input type="checkbox"/> Media Ministry	<input type="checkbox"/> North American Missions	<input type="checkbox"/> Youth Ministry	<input type="checkbox"/> Denominational Ministry
<input type="checkbox"/> Campus/College Ministry	<input type="checkbox"/> Children's Ministry	<input type="checkbox"/> Teaching (higher education)	<input type="checkbox"/> Recreation Ministry
<input type="checkbox"/> Women's Ministry	<input type="checkbox"/> Undecided	<input type="checkbox"/> Other (Please specify)	

CHURCH INFORMATION

Where is your current church membership?

name of church mailing address city state zip
phone pastor church clerk date of membership

Are you currently attending the church that holds your membership? Yes No
(if no, please explain on separate piece of paper. Please be specific)

Is the church that holds your membership affiliated with the Southern Baptist Convention? Yes No

If no, what denominational affiliation? Please be specific _____

EDUCATIONAL INFORMATION

Education beyond high school. Please list all institutions attended including college, university, seminary, and professional training:

name of college/institution – do not abbreviate	state	major	dates attended degree conferred?	if so, what degree?
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name of college/institution – do not abbreviate	state	major	dates attended degree conferred?	if so, what degree?

Note: An official transcript from each institution is required. Transcripts must be mailed directly from each institution.

Maiden name on transcripts (if applicable) _____

REGISTRATION INFORMATION

Please indicate the one semester/term in which you plan to begin:

Fall Semester Spring Semester Winter Term Summer Term Year: _____

Please indicate student status:

New Readmission (please attach an explanation) Other: _____

* For IMB/NAMB Applicants only:

I consent to the IMB/NAMB releasing my spiritual autobiography to the Admissions Office of Southern Seminary.
(Applicant is responsible for having this information mailed to the seminary.)

Check the *one* program to which you are seeking admission: *Please choose one graduate certificate:*

- Scripture and Interpretation
- Theology and Tradition
- Biblical Languages
- Ministry and Formation
- Leadership and Church Ministry Studies
- Missions
- Urban Ministries
- Great Commission Ministries

Pastor/Leader Recommendation

Online Graduate Certificate

Online graduate certificates provide an option for people already immersed in service in the local church or in cross-cultural ministry whose educational needs do not warrant a commitment to a full degree program.

All students in the Online Graduate Certificate program must have a Pastor/Leader Recommendation form filled in by someone at the church in which you are currently involved.

Applicant Name

Date of Birth

This form is confidential and will become the property of SBTS and will not be returned to the student. Should the applicant be denied or otherwise not enroll, SBTS is under no obligation to disclose the contents of the applicant to the applicant, nor will SBTS release any information to a party legally unrelated to SBTS unless required to do so. Upon enrollment, the application becomes a part of the student's permanent academic record and, as such, is subject to the Federal Family Education Rights and Privacy Act (FERPA).

To be completed by Pastor, Staff Minister, or Leader/Supervisor or Staff Minister/Leader (family members are not acceptable)

Minister's/Leader's name _____

Minister's/Leader's address _____

Minister's/Leader's position _____ Telephone number (____) _____

How long have you known the applicant? _____

Having evidence that the applicant is:

- An individual of Christian commitment and spiritual maturity as evidenced by participation in the life of this church
- An individual of moral integrity and emotional stability
- An individual whom this church would recommend for seminary education

Yes No I recommend him/her for admission to The Southern Baptist Theological Seminary

_____	_____
name of church/organization	address of church/organization
_____	_____
denominational affiliation	city state zip
_____	_____
signature of minister/leader	phone number of church/organization
_____	_____
name of minister/leader (please print)	date of church/organization approval
_____	_____
e-mail of minister/leader	date applicant became member/appointment

Thank you for your thoughtful responses. Please return this form to:
Admissions Office, The Southern Baptist Theological Seminary, 2825 Lexington Road, Louisville, Kentucky 40280