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

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Fall Semester</th>
<th>Winter Term</th>
<th>Spring Semester</th>
<th>Summer Term</th>
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<tbody>
<tr>
<td>Online Graduate Certificate</td>
<td>July 15</td>
<td>Dec 1</td>
<td>Dec 1</td>
<td>May 1</td>
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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 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    □ Re-married
Date of Divorce_______________
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________________________
Social Security number _______ - _______ - _______
PURPOSE IN SEEKING A SEMINARY EDUCATION
Vocational goal (Indicate order of preference—onest, 2nd, and 3rd)
___Pastorate    ___Music Ministry    ___Counseling    ___Pastoral Counseling
___Church Administration    ___Evangelist    ___Christian Education    ___Civilian Chaplaincy
___Religious Journalism    ___International Missions    ___Adult Ministry    ___Military Chaplaincy
___Media Ministry    ___North American Missions    ___Youth Ministry    ___Denominational Ministry
___Campus/College Ministry    ___Children’s Ministry    ___Teaching (higher education)    ___Recreation Ministry
___Women’s Ministry    ___Undecided    ___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:**

<table>
<thead>
<tr>
<th>name of college/institution – do not abbreviate</th>
<th>state</th>
<th>major</th>
<th>dates attended degree conferred?</th>
<th>if so, what degree?</th>
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<tbody>
<tr>
<td>name of college/institution – do not abbreviate</td>
<td>state</td>
<td>major</td>
<td>dates attended degree conferred?</td>
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<td>state</td>
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<td>dates attended degree conferred?</td>
<td>if so, what degree?</td>
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</tbody>
</table>

**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
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### PERSONAL INFORMATION

If you answer “yes” to any of these questions, please provide appropriate details/documentation on a separate sheet.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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1. Do you have any physical, mental, or emotional disabilities which may require special assistance?
2. Do you have learning disabilities or mental/physical condition(s) that might affect your academic work?
3. Have you ever been under the care of a psychologist, mental health counselor, or psychiatrist?
4. Have you ever declared bankruptcy or incurred any legal action against you associated with your finances?
5. Do you have existing debts aside from house and/or automobile?
6. Is it a problem for you to pay off the balance of your credit cards on a regular basis?
7. Will you incur debt by attending seminary? If yes, provide your plans for financing your seminary education.
8. Have you ever been dismissed, placed on academic, or disciplinary probation, or asked to withdraw by any educational institution?
9. Have you ever been convicted of any felony or been dishonorably discharged from any branch of the Armed Services?
10. Have you ever been dismissed, terminated, or fired from any place of employment?
11. Have you ever used illegal drugs or abused alcohol?
12. Have you ever appeared on a local, state or national sex offender registry?
13. Have you or your spouse ever been divorced?
14. Have you ever been involved in any sexual misconduct of any nature?
15. Does your spouse/family have any reservations concerning your desire to attend seminary?
16. If you are married, please rate, in your opinion, the health of your marriage (1 = low, 10 = high).

### FAMILY INFORMATION

<table>
<thead>
<tr>
<th>Spouse's name</th>
<th>last</th>
<th>first</th>
<th>middle</th>
<th>preferred name</th>
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<tbody>
<tr>
<td>Children:</td>
<td>name</td>
<td>date of birth</td>
<td>M/F</td>
<td>name</td>
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<tr>
<td></td>
<td>name</td>
<td>date of birth</td>
<td>M/F</td>
<td>name</td>
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</table>

### EMPLOYER INFORMATION: Please list your last four employers beginning with the most recent

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Name of supervisor</th>
<th>Supervisor phone/email</th>
<th>Position held</th>
<th>Dates of employment</th>
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</table>

### INTERNATIONAL STUDENTS

If you are not a citizen of the United States, please complete this section. Please note that international applicants are encouraged to apply at least one semester prior to the term they plan to enter.

In which country were you born? __________________________ In which country are you currently a citizen? __________________________

If you are now residing in the U.S., what is your immigrant or non-immigrant classification? (choose one)

- ☐ F-1
- ☐ J-1
- ☐ H-1
- ☐ Permanent Resident Alien Registration Number: __________________________
- ☐ F-2
- ☐ J-2
- ☐ H-2
- ☐ Other __________________________

Note: Please send photocopies of any current U.S. immigration documents. This is especially important for permanent residents.

What is your native language? __________________________ What other languages do you speak? __________________________

You are required to submit a TOEFL (Test of English as a Second Language).

*In order to complete all requirements for the United States Citizenship and Immigration Service, the seminary must receive all necessary documentation associated with the I-20 at least 60 days prior to the term for which you wish to enroll. No I-20 forms will be issued without approval for admission, the required deposit, and a valid affidavit of support. A student transferring from another school in the United States will receive his or her I-20 after arriving on campus. Please see the International Student Checklist for more information.*

### STATEMENT (TO BE COMPLETED BY ALL STUDENTS)

In making application to become a student at The Southern Baptist Theological Seminary, I pledge myself to abide by all the regulations of the faculty and administration as stipulated in the Student Handbook [www.sbs.edu/pdf/handbook.pdf]; to seek in every way to protect the good name of the institution; to preserve and protect the physical properties of the Seminary and to cooperate with the various groups of the Seminary family in creating and maintaining a spirit of Christian fellowship throughout my student days. I understand the Seminary reserves the right to request a student to withdraw at any time.

Signed __________________________ Date __________________________

*Please mail to: The Southern Baptist Theological Seminary, Admissions Office, 2825 Lexington Road, Louisville, KY 40280.*

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6
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.

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

signature of minister/leader

name of minister/leader (please print)

e-mail of minister/leader

date of church/organization approval

city        state        zip

phone number of church/organization

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