



## **STEP-BY-STEP DOCTOR OF MINISTRY ADMISSIONS PROCESS**

\*Please send all documents from Steps 1, 2, and 3 to [admissions@beulah.edu](mailto:admissions@beulah.edu) once they are ready for submission

### [ ] Step 1. Application & Proof of Identification

- ❖ Submit the following:
  - Application – Complete online at [www.beulah.edu/applynow](http://www.beulah.edu/applynow) or use downloadable application
  - Application fee - \$100.00 (*non-refundable*)
  - Proof of Identification – Driver’s License, Identification Card, or Passport

### [ ] Step 2. Reference Form

- ❖ Submit the following:
  - Personal Reference Form - The reference form must be completed by a non-family member who has known the student for longer than six months at least.

### [ ] Step 3. Writing Sample

- ❖ Demonstration of basic research, writing, and critical thinking skills by submission of a graduate-level research paper. Submit a 5-10 page research-oriented writing sample.

### [ ] Step 4. Transcript

- ❖ An MDiv degree or equivalent (see MDiv Equivalency Template) indicating sufficient preparatory work for advanced work in the area of study is required for admission. The student’s GPA in this degree must ordinarily be at least 3.0 on a four-point scale.
- ❖ Submit through the following methods:

By Mail	Official Electronic Transcript
Beulah Heights University Attn: Admissions Department 892 Berne Street / PO Box 18145 Atlanta, GA 30316	All transcripts must come through a secured database directly to <a href="mailto:admissions@beulah.edu">admissions@beulah.edu</a> . <i>(i.e. Parchment, National Student Clearinghouse, E scrip-safe, etc...).</i>

**Following the receipt of all documents, the Doctoral Committee will review the complete file. The Enrollment Office will follow up with the applicant with the next steps based on the final decision.**

Domestic Applicants <i>(U.S. Citizen or green card holder)</i>	International Applicants <i>(Applying for F-1 visa/Form I-20)</i>
Financial Aid recipients: <ul style="list-style-type: none"> <li>➤ Complete the FAFSA (Free Application for Federal Student Aid)</li> <li>➤ Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> and complete an application for the current year. School code: <b>030763</b></li> <li>➤ You may email <a href="mailto:financialaid@beulah.edu">financialaid@beulah.edu</a> or visit the website at <a href="http://beulah.edu/finaid">beulah.edu/finaid</a>.</li> </ul>	Prospective F-1 students: <ul style="list-style-type: none"> <li>➤ Following program acceptance, prospective international students will be directed to the International Student Affairs Office to begin the process for applying for the F-1 visa/Form I-20 with a Designated School Official.</li> <li>➤ Please note additional international documents will be required for issuance of the Form I-20.</li> </ul>

**Note:** Applying for Financial Aid is not applying to the University. You must complete an Admissions application to be a candidate for Beulah Heights University

*Developing Global Leaders through Christ-Centered Education*