



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

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

- I. Submit the following:
  - Application – Complete paper application or online at [www.beulah.edu/applynow](http://www.beulah.edu/applynow)
  - Application fee — \$100.00 (*non-refundable*)
  - Proof of Identification - Driver's License or Identification Card

### **Step 2. Transcript [ ]**

- II. Applicants must have a conferred master's degree from an accredited institution. Student must also provide all official transcripts from all previously attended institutions.

#### **Submit to:**

Beulah Heights University  
Attn: Admissions Department  
892 Berne Street / PO Box 18145  
Atlanta, GA 30316

- An Official Electronic Transcript sent directly from an Accredited College/University is acceptable
  - Submitted to: [admissionsinfo@beulah.edu](mailto:admissionsinfo@beulah.edu)

### **Step 3. Reference Form [ ]**

- III. All graduate students are required to submit one reference form which is provided by the Admissions Office. The reference form must be completed by a non-family member who has known the student for longer than six months at least.

The student should submit the following form:

- (1) Personal Reference Form

### **Step 4. Writing Sample [ ]**

- IV. Demonstration of basic research, writing, and critical thinking skills by submission of a graduate-level research paper. The writing sample should be 5-10 pages, not including the title page, and should include a bibliography/references list.

### **Step 5. Federal Financial Aid [ ] (*Refer to checklist*)**

- V. FAFSA (Free Application for Federal Student Aid)
  - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete an application for the current year
    - School code: **030763**
- VI. Contact the Financial Aid office to confirm receipt of your FAFSA and receive your next steps
  - You may email [financialaid@beulah.edu](mailto:financialaid@beulah.edu) or visit the website at [beulah.edu/financialaid](http://beulah.edu/financialaid).

**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*

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892 Berne St. SE • P.O. Box 18145 • Atlanta, GA 30316 • (404) 627-2681 • FAX (404) 627-0702 • [www.beulah.org](http://www.beulah.org)

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