DOCTORAL LEVEL ONLINE PROGRAMS

☐ eDCPC ☐ eD.Min

REQUIRED	IF APPLICABLE
☐ **Original Certificate of Master's Degree** > Diploma master's degree. or its equivalent from an accredited seminary or a graduate school.	☐ **Course by Course Evaluation** > All degree certificates and transcripts from colleges or universities outside the U.S. must be translated into English and evaluated by an accredited U.S. evaluation service before an admission decision can be made. > Please note the separate cost for this service is around $150-$200
☐ **Original Transcript of Master's Degree** > Cumulative GPA of at least 2.7 or above on a 4.0 scale.	☐ **Official Transcript for Credit Transfer** > Transcript for credits wishing to transfer from another school or program.
☐ **Passport Size Photo** > Color photo taken in last 3 months, clear image, without background. No selfies.	☐ **Ordination Certificate** > If you are an ordained pastor, submit your ordination certificate.
☐ **Credit Transfer Form*** > Indicate if requesting eligibility of transferable credits from the same or equivalent courses taken from another school or program.	
☐ **Acknowledgment of Statement of Faith*** > Sign and submit for acknowledgment. See attachment on checklist.	
☐ **Statement of Propose** > Letter specifying the applicant's purpose and goals for entering the program.	
☐ **Pastoral Reference*** > To be submitted directly by the recommender to the Admissions Department.	
☐ **Scholarship*** > Complete and select Online Program Student.	
☐ **Resume** > Updated copy of professional resume including earned degrees	
☐ **Admission Interview*** > Complete and submit it. If necessary, the Program Director will contact the student.	

PROGRAM SPECIFIC DOCUMENTS

eDCPC	☐ **Personal Testimony** > Please write a 1-2 page personal testimony of your faith in letter size format. ☐ **Pre-requisite Waiver Request*** > Complete and submit for acknowledgment. See attachment on checklist. ☐ **Professional Reference (Clinical Supervisor)*** > To be submitted directly by the recommender to the Admissions Department.
eD.Min	☐ **Statement of Pastoral Experience** > Letter specifying at least 3 years of ministry experience. ☐ **Academic Reference*** > To be submitted directly by the recommender to the Admissions Department.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

U.S. CITIZEN

R E Q U I R E D

☐ **Passport or Birth Certificate**
> Must be valid and active. No expired passports accepted.

☐ **W-9S Form***
> Students are required to submit the W-9S form to provide the correct taxpayer identification number for filing 1098-T Form with the IRS.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

U.S. PERMANENT RESIDENT

R E Q U I R E D

☐ **Passport**
> Must be valid and active. No expired passports accepted.

☐ **Permanent Resident card**
> Must be valid and active. No expired permanent resident cards accepted.

☐ **W-9S Form***
> Students are required to submit the W-9S form to provide the correct taxpayer identification number for filing 1098-T Form with the IRS.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

OTHER VISA

R E Q U I R E D

☐ **Passport**
> Including dependents of the applicant, if applicable
> Must be valid and active. No expired passports accepted.

☐ **Visa**
> Including dependents of the applicant, if applicable

☐ **I-94**
> Obtain a PDF on https://i94.cbp.dhs.gov/I94/#/recent-search

☐ **W-9S Form***
> Students are required to submit the W-9S form to provide the correct taxpayer identification number for filing 1098-T Form with the IRS.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

OVERSEAS

R E Q U I R E D

☐ **Passport**
> Must be valid and active. No expired passports accepted.