

Doctoral Degree Applicants

SUPPLEMENTAL DOCUMENTATION (Check off each step as it is completed.)

In addition to the completion of the online application, the doctoral applicant must submit the non-refundable application fee and the following supplemental documents. For additional information about the application process for the Doctoral program, please see the PhD and DMIN Handbooks on the website. ****Please note that general admission to Carroll granted by the Admissions office DOES NOT indicate acceptance into a doctoral program. Entrance to the doctoral programs may only be granted by the PhD and DMin program directors in conjunction with the Advanced Studies Council.**** Email, mail, and fax addresses can be found below or on each form.

Personal Statements of Call and Commitment.

Please respond to the following statements on separate sheets of paper, typed and double spaced. Include your full name at the top of each page. These documents may be emailed, mailed, or faxed to Admissions.

A. **A statement of your past Christian experience.**

Include your commitment to faith in Christ, elements and factors that have influenced your spiritual development such as family involvement in church work, and your volunteer experiences in church-related activities. (one page)

B. **A statement of your call to vocational ministry or your decision to enter some form of Christian ministry and your goals for the future.** (one page)

Three (3) recommendation forms.

Use the recommendation form included in this packet. Submit 3 personal recommendations. Complete the top portion of the form and sign and date it before sending to the recommender. Each of the three recommendations should be from a *current and/or former professor* with whom you studied at the master's level or above. All references should attest to your potential to engage in doctoral-level study. The recommender should email, mail, or fax the form to Admissions.

Church endorsement.

Use the church endorsement form included in this packet. Complete the top portion of the form and send to the church where you are currently a member. When completed, the church should email, mail or fax the form to Admissions.

Digital photo.

Submit a digital photo of yourself that can be used for an identification card. Please email this photo to Admissions.

Official Transcripts.

Request an official transcript from each institution that has granted you a degree to be sent directly to Admissions. If you desire to transfer courses from another institution from which you took courses but did not receive a degree, you must request an official transcript from that institution as well.

Once you have completed your application for general admission to Carroll, you will be notified. If you have any questions or concerns about your application, please contact admissions@bhcarroll.edu or call the Director of Admissions at (972) 580-7600. Completion of this application process **DOES NOT GRANT YOU ADMISSION** into the doctoral program. You will receive further details from the Director of the doctoral program for which you have applied. You will be asked to supply additional documents.

ADDRESSES FOR SUBMITTING APPLICATION MATERIALS:

Mail: B.H. Carroll Theological Institute Email: admissions@bhcarroll.edu FAX: (972) 756-0600
Director of Admissions
6500 N. Belt Line Rd, Ste. 100
Irving, TX 75063

B. H. Carroll Theological Institute

Recommendation for Admission

This form is to be filled out by someone who is not a member of your immediate family.

This portion to be completed by applicant:

NAME _____

ADDRESS _____

ANTICIPATED PROGRAM OF STUDY _____

This recommendation is from a (check one): Pastor Professional acquaintance Employer

Teacher/Professor Lay Person Ministry Supervisor/Colleague Other _____

The Privacy Act of 1974 gives students the right to inspect and review their education records. Students may waive their right to see specific confidential statements and letters of recommendation. In the belief that applicants and the persons from whom they request evaluations may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

I waive my right to examine this form.

I do not waive my right to examine this form.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

This portion to be completed by recommender

The individual named above is applying for admission to the B. H. Carroll Theological Institute. Please note the provisions of the Privacy Act of 1974 as indicated above, which give the applicant the right to review the contents of this recommendation unless the applicant has waived that right (above). Thank you for taking the time to assist the applicant by filling out this recommendation form.

1. How do you assess the applicant's abilities and character, as compared to his or her peers, in the following categories?

	NOT OBSERVED	WEAK	FAIR	AVERAGE	VERY GOOD	OUTSTANDING
Intellectual ability	<input type="radio"/>					
Quality of work	<input type="radio"/>					
Oral expression	<input type="radio"/>					
Written expression	<input type="radio"/>					
Leadership skills	<input type="radio"/>					
Commitment to church-related vocation	<input type="radio"/>					
Aptitude for chosen ministry or profession	<input type="radio"/>					
Potential for effective ministry	<input type="radio"/>					
Skills in relating to others	<input type="radio"/>					

2. How long have you known the applicant? _____

How well? Very well Rather well Casually Not well

In what capacity? _____

B. H. Carroll Theological Institute

Church Endorsement and Covenant

Please type or print in ink.

Applicant's Name: _____

Address: _____

Degree Program at B. H. Carroll Theological Institute: _____

B. H. Carroll Theological Institute is a community of faith and learning dedicated to providing leadership for Christian ministry by equipping men and women called to serve Christ in the diverse and global ministries of His church. We are co-laborers in this endeavor with local churches. Each prospective student applying to Carroll Institute is required to be a member in good standing of a local church and to furnish a church endorsement from the church that holds his/her church membership. In addition, Carroll Institute asks that each endorsing church enter into a covenant with the applicant and the Institute to affirm, guide, and evaluate the development of the student during his/her course of study. We believe the role of the local church is paramount to the spiritual, academic, and ministerial preparation of the student.

Statements of Endorsement and Affirmation

We confirm that _____, an applicant to B. H. Carroll Theological Institute, is:

- An individual committed to the Christian faith as evidenced by participation in the life of this church
- An individual of spiritual maturity, moral integrity, and emotional stability
- An individual who demonstrates potential for effective Christian ministry
- An individual whom the church would recommend for a leadership role in ministry

We recommend the applicant for admission to Carroll Institute. We pledge to encourage, affirm, guide, evaluate, and pray for the applicant throughout the course of study.

Date of congregational approval: _____

Name of church: _____

Street address: _____

City/State/Zip: _____

Denomination of church: _____ Phone: _____

Email address of church: _____

Signature of moderator: _____ Date: _____

Signature of clerk: _____ Date: _____

Date applicant became a member of your church (month/year): _____

The applicant is a current member of your church. Yes No

Send to: **B. H. Carroll Theological Institute**
 Attn: Admissions Office

By mail: **6500 N. Belt Line Rd, Ste. 100**
 Irving, TX 75063

Or by fax: **(972) 756-0600**

Or by email: **admissions@bhcarroll.edu**