



## Application Checklist for Duke Divinity School Doctoral Applicants

- *Letters of reference for doctoral programs must be submitted by hard copy and cannot be submitted online.*
- *Applications must be complete in order to be considered by the Admissions Committee.*
- *You are encouraged to spend time on your application, carefully responding to every question.*
- *Please contact our office periodically (888-GO-2-DUKE or 919-660-3436) to inquire about the status of your application. We can gladly tell you what has arrived and what is missing in your file.*

### Doctor of Ministry (D.Min.)

Application deadline is February 15

\_\_\_\_\_ **Official Application** completed online

\_\_\_\_\_ **\$50 Non-refundable Application Fee:** pay the fee by credit card through the online application when you submit it.

\_\_\_\_\_ **Official Transcripts** from each college, university, and/or seminary attended. Transcripts should be sent directly to the Admissions Office from the institution.

\_\_\_\_\_ **At least four letters of recommendation:** 2 Seminary Academic and 2 Church.

References may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail.

\_\_\_\_\_ **Short essay** (two pages) describing the applicant's goals in undertaking D.Min. study.

\_\_\_\_\_ **Sample of academic writing** no more than 15 pages in length.

\_\_\_\_\_ **TOEFL score:** The TOEFL is administered through the Educational Testing Service (E.T.S.) in Princeton, New Jersey. For test score reporting purposes Duke's Educational Testing Service (E.T.S.) code number is **5156**. The Divinity School receives your official TOEFL scores electronically from E.T.S. You must take the TOEFL in time for official scores to reach us by the application deadline. The score must not be more than two years old by the application deadline. Personal copies are not acceptable, nor are "attested" or notarized copies.

The Divinity School requires a cumulative score of 93 on the TOEFL internet-based test (iBT) with a minimum of 23 scored in each subtest. Applicants who do not have access to the TOEFL iBT may submit scores from the TOEFL paper-based test (PBT). The TOEFL PBT score must be at least 580 with a minimum score of 5 on the Test

### Doctor of Theology (Th.D.)

Application deadline is January 15

\_\_\_\_\_ **Official Application** completed online

\_\_\_\_\_ **\$50 Non-refundable Application Fee:** pay the fee by credit card through the online application when you submit it.

\_\_\_\_\_ **Official Transcripts** from each college, university, and/or seminary attended.

Transcripts should be sent directly to the Admissions Office from the institution.

\_\_\_\_\_ **At least four letters of recommendation:** 3 Seminary Academic and 1 Church

References may be faxed to the Admissions Office (919-660-3535), but must be followed by the original letter via the mail.

\_\_\_\_\_ **Short essay** (two pages) describing the applicant's goals in undertaking Th.D. study.

\_\_\_\_\_ **Sample of academic writing.**

\_\_\_\_\_ **GRE scores:** The Divinity School requires applicants to provide the GRE (Graduate Record Examination) General Test scores. For test score reporting purposes Duke's Educational Testing Service (E.T.S.) code number is **5156**. The Divinity School receives your official GRE scores electronically from E.T.S. You must take the GRE in time for official scores to reach us by the application deadline. The score must not be more than five years old by the application deadline. Personal copies are not acceptable, nor are 'attested' or notarized copies.

\_\_\_\_\_ **TOEFL score:** The TOEFL is administered through the Educational Testing Service (E.T.S.) in Princeton, New Jersey. For test score reporting purposes Duke's Educational Testing Service (E.T.S.) code number is **5156**. The Divinity School receives your official TOEFL scores electronically from E.T.S. You must take the TOEFL in time for official scores to reach us by the application deadline. The score must not be more than two years old by the application deadline. Personal copies are not acceptable, nor are "attested" or notarized copies.

The Divinity School requires a cumulative score of 93 on the TOEFL internet-based test (iBT) with a minimum of 23 scored in each subtest. Applicants who do not have access to the TOEFL iBT may submit scores from the TOEFL paper-based test (PBT). The TOEFL PBT score must be at least 580 with a minimum score of 5 on the Test