

# DALLAS BAPTIST UNIVERSITY

## DBU CERTIFICATE PROGRAMS ADMISSION APPLICATION

Students granted admission to DBU Certificate Programs must satisfy the program requirements and prerequisites as listed in the published catalog for the term in which they register for the first course in a certificate program. Course credit earned through CLEP or portfolio petition does not satisfy certificate program requirements. Only students granted admission to the DBU Certificate Program are eligible to be awarded a Certificate of Completion.

To earn a Certificate of Completion, students must achieve at least a 2.0 overall cumulative grade point average (GPA) for undergraduate certificate programs, or at least a 3.0 GPA for advanced certificate programs. At the completion of all certificate program course requirements, students are responsible for requesting a Certificate of Completion. Request forms are available through the Office of Graduate Programs and all academic advisors.

### ADMISSION REQUIREMENTS UNDERGRADUATE CERTIFICATE PROGRAM

- ✓ Certificate Program Admission Application
- ✓ Letter of Intent (typewritten) stating which certificate you would like to earn and why you selected that program
- ✓ High school graduation or successful completion of the GED
- ✓ Minimum 2.5 GPA
- ✓ \$25 application fee
- ✓ Current, professional résumé
- ✓ Official transcripts from all colleges attended

### ADMISSION REQUIREMENTS ADVANCED CERTIFICATE PROGRAM

- ✓ Certificate Program Admission Application
- ✓ Letter of Intent (typewritten) stating which certificate you would like to earn and why you selected that program
- ✓ Official transcript(s) showing conferred bachelor and/or master's degree(s)
- ✓ Minimum 3.0 GPA
- ✓ \$25 application fee
- ✓ Current, professional résumé
- ✓ Some programs may require a GRE score report
- ✓ Church Membership form for Ministry Certificates or Ministry Programs

### BIOGRAPHICAL INFORMATION

Mr.  Mrs.  Ms.  Dr.  Rev. \_\_\_\_\_  
First Name MI Last

Gender  Male  Female

Permanent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ Facebook \_\_\_\_\_ Twitter \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Citizenship  U.S. Citizen  Foreign Citizen \_\_\_\_\_  Permanent Resident  
Country of Birth

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

### EMPLOYMENT INFORMATION

Employer \_\_\_\_\_

Occupation/Position \_\_\_\_\_

Business Phone \_\_\_\_\_ Business E-mail \_\_\_\_\_

Are you planning to pursue a ministry-related career?  Yes  No If yes, what type of ministry? \_\_\_\_\_

### DENOMINATION/CHURCH INFORMATION

Religious Affiliation  Baptist  Other \_\_\_\_\_

Name of Church you attend \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

*Note: Church Membership Requirement for Admission to Master's Ministry Degrees and Advanced Ministry Certificate programs: within the last 12 months, the applicant must have been an active member of a Christian church that holds Jesus Christ as Lord and Savior.*

*Continue application and select program of study on reverse side.*

**PLEASE CHECK THE CERTIFICATE PROGRAM(S) IN WHICH YOU ARE INTERESTED.**

**Undergraduate Certificate Program**

- Advertising and Promotions
- Business as Mission
- Business Communication
- Criminal Justice for Organizational Security or Law Enforcement
- Health Care Management
- Information Systems and Technology
- Lay Leadership for Education or Sports Ministries
- Marketing Practices
- Music Ministry Leadership
- Western Heritage Ministry

**Graduate Certificate Programs**

- Business Innovation Strategy (Fall 2019)
- Business Intelligence and Analytics (Fall 2019)
- Charter School Administration
- Children’s Ministry Leadership
- Christian Counseling

- Christian School Administration
- Communication Skills for Professionals
- Community College Leadership
- Conflict Resolution
- Curriculum and Instruction
- Discipleship
- Distance Learning
- East Asian Studies
- Educational Diagnostician
- English as a Second Language (ESL)
- Entrepreneurship
- Family Ministry Leadership
- Global Leadership
- Health Care Management
- Higher Education Administration
- Human Resource Management
- International Management
- International Studies
- IT and Innovation
- IT Security for Managers
- Leadership Studies

- Leading the Nonprofit Organization
- Management
- Marketing
- Master Reading Teacher
- Organizational Communication
- Professional Counseling
- Professional Life Coaching
- Project Management
- Reading Specialist
- School Principalship
- Special Education (EC-12)
- Special Needs Children’s Ministry
- Student Affairs Leadership
- Student Ministry
- Supply Chain Management
- Theological Studies
- Urban Church Leadership
- Worship Studies

**Post Master’s Certification Program**

- School Superintendency

**COLLEGE INFORMATION**

Institution from which you earned your bachelor’s degree \_\_\_\_\_

Date \_\_\_\_\_

GPA \_\_\_\_\_

Institution from which you earned your master’s degree \_\_\_\_\_

Date \_\_\_\_\_

GPA \_\_\_\_\_

Have you ever been placed on academic probation or suspension?  Yes  No

*DBU must receive official transcripts from all institutions attended since enrollment at DBU before an admission decision can be made. If it has been five years since the last term of enrollment at DBU, official transcripts from all colleges or universities attended prior to DBU must also be provided.*

**ANTICIPATED ENROLLMENT INFORMATION**

Semester/Year you plan to enroll  Fall  Winter  Spring  Summer Year \_\_\_\_\_

**ADDITIONAL INFORMATION**

Excluding minor traffic violations, have you ever been arrested for, been convicted of, or pleaded guilty for violating any law including juvenile offenses?  Yes  No Are there currently any outstanding warrants for your arrest?  Yes  No

If yes, please explain: \_\_\_\_\_

*By submitting this application, I am aware of the requirements and regulations of Dallas Baptist University as stated in the current catalogs, and I agree to abide by them. I also affirm that all information requested on this application is complete and accurate. I further understand that an omission or misrepresentation of facts on this application could result in my immediate disqualification from consideration for admission to the DBU certificate program or in my dismissal from the University. I understand that items submitted as part of my application are non-returnable, including the application fee. Moreover, if I accept an offer of admission, I hereby authorize Dallas Baptist University to print or publish any photography, video, or reproduced likeness of me (with or without specifically listing my name) in any advertisement or publication regarding DBU. I release DBU from any liability for printing or publishing a photograph, video, or reproduced likeness of me, and I understand that this authorization can only be revoked in writing with a countersignature by an authorized DBU representative.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**CAMPUS SECURITY STATEMENT**

*In accordance with federal law, Dallas Baptist University prepares an annual security report that is available upon request to the University Police Department. The report contains information about the University Police Department, how to report and respond to criminal activity, and statistical information regarding campus crimes, if any.*

**STATEMENT OF NON-DISCRIMINATION**

*Dallas Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in unlawful discrimination on the basis of age, sex, disability, veteran status, genetic information, race, color, or national origin in any employment practice, admissions, education program, or educational activity. Under federal and state law, the University may discriminate on the basis of religion in order to fulfill its purposes.*



3000 Mountain Creek Parkway, Dallas, TX 75211  
Phone: 214.333.5242 | FAX: 214.333.5579  
graduate@dbu.edu | www.dbu.edu/graduate