



Doctor of Ministry | Application Checklist

Priority Application Deadline: March 1

Final Application Deadline: July 1

1. Create an Account in the Portal

___ Account created <https://richmont.my.site.com/applicant/s/>

2. Application Form and Fee

___ Online application completed (fee is paid at end of application)

3. A 40-hour Master's degree in Ministry with 11 hours of Bible and Theology, a previous Master's degree from Richmont Graduate University, or a related field of study

If an applicant has completed one of our partnership programs (i.e. Renovaré, Sustainable Faith, NICL, Transforming Center) and has obtained the appropriate certificate of completion, the 12 credit hours from those courses can satisfy the minimum theology requirement for the application.

4. Personal Statement

___ Upload the essay into the applicant portal

Essay should be 500-700 words, double-spaced, and explain the applicant's intent behind applying for the Doctor of Ministry program at Richmont.

5. Academic Writing Sample

___ Upload the writing sample into the applicant portal

The best option for this would be a research-based paper from your Master's program.

6. Resume

___ Upload the resume into the applicant portal

Please include your education, work experience, and ministry and/or volunteer work.

7. References

___ Three complete reference forms

Your references will receive the online reference forms directly via email from your portal.

- Academic/Professional
- Pastoral
- Character

8. Official Transcripts

___ One official transcript from all post-secondary institutions attended

You'll need to request an official transcript from each post-secondary institution you've attended, even if you've transferred credits from one school to another. Transcripts must be sent directly from each institution to Richmont.

9. Personal Interview with the Dean of the School of Ministry and Program Director

Applicants will be notified when their application is complete. Once complete, the Admissions Committee will review the file. Applicants will then be notified regarding an admission decision within 3-4 weeks. For questions about your application, contact your admissions counselor or the Office of Admissions.