

Doctor of Ministry Application Checklist

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Doctor of Ministry applicants are required to have a 40-hour Master's degree in Ministry with 11 hours of Bible and Theology or a previous Master's degree from Richmond 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, Word of Faith) and has obtained the appropriate certificate of completion, the credit hours from those courses can satisfy the minimum theology requirement for the application.

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1. Create an Account in the Portal

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

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2. Application Form and Fee

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

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3. Personal Statement

Upload the personal statement into the applicant portal. The essay should be 500-700 words, double-spaced, and explain the applicant's intent behind applying for Richmond's Doctor of Ministry program.

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4. Academic Writing Sample

Upload an academic writing sample into the applicant portal. The best option for this would be a research-based paper from your Master's program.

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5. Resume

Upload the resume into the applicant portal. Please include your education, work experience, and ministry and/or volunteer work.

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6. Three Completed Reference Forms

Your references will receive the online reference forms directly via email from your portal. One reference in each category is required: Academic/Professional | Pastoral | Character

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7. Official Transcripts

One official transcript from all post-secondary institutions attended. You will need to request an official transcript from each post-secondary institution you have attended, even if you transferred credits from one school to another. Transcripts must be sent directly from each institution to Richmond.

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8. 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.

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall Semester	March 1	May 1*	July 1

*Deadline for scholarship consideration