



# NOTRE DAME SEMINARY GRADUATE SCHOOL OF THEOLOGY MASTER OF DIVINITY PROGRAM



## ADMISSIONS CHECKLIST

Dear Applicant:

In order to make the application process more manageable, this page is included for your convenience to list all the items needed. Some of these are required by the Church, some for academic purposes, and others to help with your formation for priesthood. If you have questions about the forms or about the application process, you can call the Rector's Office at (504) 866-7426 ext. 102. Please consult the *Application and Admission Guidelines* booklet (numbers 54-87) for further explanation of the materials needed as identified below.

We will consider your application for the Master of Divinity Program only after **all** of the following materials have been received:

Date Completed

- \_\_\_\_\_ 1. Completed Application Packet and Signed Application Form
- \_\_\_\_\_ 2. Recommendation by Rector of Seminary or Religious Community Supervisor
- \_\_\_\_\_ 3. Letter of Sponsorship and Recommendation from your Diocese or Religious Community (Director of Vocations, Bishop of Diocese, or Superior of Religious Community)
- \_\_\_\_\_ 4. Autobiography
- \_\_\_\_\_ 5. Birth Certificate
- \_\_\_\_\_ 6. Copy of Driver's License or Passport
- \_\_\_\_\_ 7. Church Documents (Original Copy with a Raised Seal)
  - a. Baptismal Certificate Issued within the Last Six Months
  - b. Confirmation Certificate
  - c. Parent's Marriage Certificate (Divorce Decree, Death Certificate)
- \_\_\_\_\_ 8. Chronological Log Form
- \_\_\_\_\_ 9. Academic Data
  - a. Official Academic Transcript from Each College Attended Including Any Degree Received, Date of Graduation, and Cumulative GPA

- b. Finalized Copy of Your Current Academic Transcript with the Date of Graduation, Cumulative GPA, and Class Rank
- c. Documentation of Military Education
- d. Results of TOEFL Testing if a Non-Native Speaker

\_\_\_\_\_ 10. Completion of Recommendation Forms (Forms Provided)

- a. Four Non-Family Members
- b. Pastor of Your Parish (Complete Pastor Form)

\_\_\_\_\_ 11. Two Recent Photographs

\_\_\_\_\_ 12. Canonical Suitability Profile Interview (Conducted by Vocation Director)

\_\_\_\_\_ 13. Declaration of Freedom Form

\_\_\_\_\_ 14. Signed Consent Form

\_\_\_\_\_ 15. Previous Formation Report (If Applicable)

\_\_\_\_\_ 16. If Former Military, Copy of Discharge/Retirement Orders

\_\_\_\_\_ 17. Medical Form and Doctor's Physical Examination (Forms Provided)

\_\_\_\_\_ 18. Dentist's Dental Examination (Form Provided)

\_\_\_\_\_ 19. Results of Psychological Testing

\_\_\_\_\_ 20. Criminal Background Check

\_\_\_\_\_ 21. Non-Refundable Application Fee of \$40.00

**Note:** Please remove the Letters of Recommendation forms and give them to the appropriate individuals.

***We recommend that you keep this page and date the items as they are completed.***