



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

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.