



NOTRE DAME SEMINARY GRADUATE SCHOOL OF THEOLOGY PRIESTLY FORMATION 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 Priestly Formation Program only after **all** of the following materials have been received:

Date Completed

- _____ 1. Completed and signed Application form
- _____ 2. Recommendation of Rector of Seminary or Superior of Religious Community form (if applicant attended a seminary or was a member of a religious community)
- _____ 3. Formation report from previous seminary, if applicable
- _____ 4. Letter of Sponsorship and Recommendation by the Director for Vocations form (either the bishop or director of vocations of the diocese, or the superior of the religious community)
- _____ 5. Completion of recommendation forms (forms provided)
 - a. Four non-family members (each individual must complete a separate Recommendation form)
 - b. Pastor of your parish (complete Pastor Recommendation form)
- _____ 6. Canonical Suitability Profile Interview form (conducted by vocation director)
- _____ 7. Declaration of Freedom form
- _____ 8. Autobiography (answer the questions provided in the Autobiography form packet, and sign and submit page 4 of the packet)
- _____ 9. Chronological Log form
- _____ 10. Baptismal certificate issued within the last six months noting sacraments received (original copy with a raised seal)

- _____ 11. Academic data (complete and send Transcript Request form)
- a. Official academic transcript from each college attended including any degree received, date of graduation, and cumulative GPA is to be sent directly from the college/university to the Registrar of Notre Dame Seminary
 - b. Documentation of military education
 - c. Results of TOEFL testing if a non-native speaker
- NOTE:*
- Unofficial transcripts can be submitted for the purpose of general information, however, official transcripts are required
 - If you have not completed your current program, you must submit a finalized copy of your academic transcript with the date of graduation, cumulative GPA, and class rank once you graduate
- _____ 12. If former military, copy of discharge/retirement orders
- _____ 13. Authorization for Release of Information form
- _____ 14. Medical form and doctor's physical examination (forms provided). Please include a copy of immunization form
- _____ 15. Dentist's dental examination (form provided)
- _____ 16. Results of psychological testing, including release forms (see Psychological Assessment Procedures packet)
- _____ 17. Criminal background check
- _____ 18. Birth certificate
- _____ 19. Copy of driver's license or passport
- _____ 20. Parent's marriage certificate (and divorce decree, death certificate if applicable)
- _____ 21. Two recent photographs
- _____ 22. If you have already received Candidacy, or have been instituted into the ministries of Lector or Acolyte, documentation is required

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