

Notre Dame Seminary Graduate School of Theology Priestly Formation Program



ADMISSIONS CHECKLIST for: _____ (Name of 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.

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 NDS Priestly Formation Program Application
- _____ 2. Authorization for Release of Information form
- _____ 3. Autobiography (provide a narrative answering the questions on the Autobiography form)
- _____ 4. Medical form and doctor's physical examination (forms provided). Please include a copy of immunization form.
- _____ 5. Results of psychological testing, dated within 3 years of applying to NDS, including release forms (see Psychological Assessment Procedures packet)
- _____ 6. Letter of Recommendation of Rector of Seminary (if applicant attended a seminary)
- _____ 7. Letter of Sponsorship and Recommendation by the Superior of Religious Community with Canonical Suitability Profile Interview form (conducted by religious superior)
OR
- _____ 8. Letter of Sponsorship and Recommendation by Vocation Director with Canonical Suitability Profile Interview form (conducted by Vocation Director)
- _____ 9. Formation report from previous seminary, if applicable
- _____ 10. Sacramental record issued within the last six months noting sacraments received (original copy with a raised seal)
- _____ 11. Criminal background check
- _____ 12. Birth certificate (A copy is acceptable.)
- _____ 13. Copy of driver's license and passport (if no current passport, please apply ASAP)

- _____ 14. Two recent photographs
- _____ 15. If you have received Candidacy, or have been instituted into the Ministry of Lector and/or Acolyte, please provide documentation.
- _____ 16. If former military, copy of discharge/retirement orders (DD214)
- _____ 17. Academic data
- 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

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