

# Notre Dame Seminary Graduate School of Theology Priestly Formation Program



**ADMISSIONS CHECKLIST** for: \_\_\_\_\_  
(Name of Applicant)

To make the application process more manageable, this page is included for your convenience. Some of these are required for canonical reasons, some for academic purposes, and others to help with your formation for priesthood. If you have questions about the forms or the application process, call the Rector's Office at (504) 866-7426 ext. 102.

*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 in the Autobiography form)
- \_\_\_\_\_ 4. Medical and physical examination form (form provided)
- \_\_\_\_\_ 5. A copy of your immunization record
- \_\_\_\_\_ 6. Results of psychological testing, dated within 3 years of applying to NDS, including release form (see Psychological Assessment Procedures packet)
- \_\_\_\_\_ 7. Letter of Sponsorship and Recommendation by the Vocation Director or Superior of Religious Community with Canonical Suitability Profile Interview form (conducted by Vocation Director or Superior of Religious Community)
- \_\_\_\_\_ 8. Letter of Recommendation from Rector of Previous Seminary (if applicant attended a seminary)
- \_\_\_\_\_ 9. Formation report from the previous seminary (if applicable)
- \_\_\_\_\_ 10. Pastoral Formation and Experience Form
- \_\_\_\_\_ 11. Sacramental record issued within the last six months noting sacraments received (original copy with a seal)
- \_\_\_\_\_ 12. Criminal background check
- \_\_\_\_\_ 13. Birth certificate (A copy is acceptable.)
- \_\_\_\_\_ 14. Copy of your driver's license
- \_\_\_\_\_ 15. Copy of your passport (If you do not have a passport, please apply for one ASAP.)
- \_\_\_\_\_ 16. Copy of VISA (international students)

- \_\_\_\_\_ 17. Recent photograph
- \_\_\_\_\_ 18. If you have received Candidacy, or have been instituted into the Ministry of Lector and/or Acolyte, please provide documentation.
- \_\_\_\_\_ 19. If former military, copy of discharge/retirement orders (DD214)
- \_\_\_\_\_ 20. 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 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.***