Admission Checklist—Non-Ordination Programs

The following is a list of documents/requirements needed before an applicant can be referred to the Admissions Committee. Please keep this list and note when various documents have been sent to the Seminary. Only after all documents have been received and all requirements met, will a student be considered by the Admissions Committee.

Name

Sponsor

- Admission Application
- Proof of Medical Insurance
- TOEFL score (for those for whom English is a second language)
- Admission Fee ($34.00)
- Copies of Passport Information Page, 1-20, and Letter of Financial Support from sponsor (for non-U.S. citizens)

Academic Records:

- Official Transcripts from all College, University, or post-secondary school (Official copies of transcripts sent by the College/University directly to the Academic Dean)

Clearances:

- Pennsylvania State Police Clearance: (Required since 2002 for Pennsylvanians ministering in Pennsylvania; since December 2014, required for anyone ministering/serving in the Church in Pennsylvania (including all out-of-state seminarians)—every 5 years—This clearance can be obtained at: http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx. You must use a credit card to obtain the clearances on-line.
- Child Abuse History Clearances: (Required since 2002 for Pennsylvanians ministering in Pennsylvania; since December 2014, required for ANYONE ministering/serving in the Church in Pennsylvania (including all seminarians)—every 5 years. Child Abuse History Clearance Online at: https://www.compass.state.pa.us/CWIS.
- Pennsylvania’s FBI Record Check and Fingerprints: (Required since December 2014 for ALL Seminarians studying in Pennsylvania)—every 5 years —go to: www.pa.cogentid.com/index_dpw.htm.

For Applicants Who Were Previously Enrolled In A Priestly Or Religious Formation Program:

- Letters of Recommendation from your Former Rectors and Superiors

For All Applicants:

- Two (2) Letters of Recommendation (preferably from previous college professors and/or employers).
- A Personal Interview with the Academic Dean.

NOTE: All documents MUST be sent to the ACADEMIC DEAN.

May 2016 Effective: May 2016
Application for Admission—Non-Ordination Program

(Please Print or Type the Following Information)

Legal/Civil Name __________________________________________________________________________
(First)    (Middle)    (Last)

Religious Name ____________________________________________________________________________
(if different from legal name)

Gender ________ Age _____ Date of Birth _________ Place of Birth ______________________________

Home Address _____________________________________________________________________________

City ________________________ State ________ Zip/Postal Code ______________ Country ____________

Home Telephone _______________________________  Cell Phone _________________________________

Social Security Number ______________________  Email _________________________________________

Party responsible for expenses related to tuition, room and board _________________________________

Please check all that apply. I wish to apply for the:

☐ Master of Divinity Degree Program/ Non-Ordination
☐ Master of Arts Degree Program

☐ Sacred Scripture  ☐ Monastic Studies
☐ Systematic Theology  ☐ Ecclesial Ministry

I wish to take courses on a:

☐ Non-degree basis
☐ Continuing education basis
☐ Monastic Postulant basis

I am a: ☐ U.S. Citizen    ☐ Permanent Resident

My country of citizenship is ______________________________  Visa Status _______________________

The information requested below is to comply with the U.S. Department of Education reporting procedures. Strictly voluntary, it will in no way effect consideration of your application. It will be used only for government required statistical data collection.

Please indicate ☐ Hispanic/Latino  ☐ Race and ethnicity unknown

Ethnic Background: ☐ American Indian or Alaska Native  ☐ Asian

☐ Black/African American (not Hispanic)  ☐ Native Hawaiian or Other Pacific Islander

☐ White (not Hispanic)  ☐ Two or more races

Marital Status ____________________________  Religious Preference __________________________

Please enclose a check for $34 to cover application fee. M.A. candidates must supply 3 letters of recommendation. Those studying for the Permanent Diaconate must submit a letter of sponsorship from their diocese. All applications should be returned to the Academic Dean at the address on the top of this form.

___________________________________________________________________    ________________
(Student Signature)         (Date)

Saint Vincent Seminary does not discriminate on the basis of sex, age, race, religion or creed.
Student Information and Publicity Record

Date ____________________

Legal/Civil Name ________________________________________________
(First)    (Middle)    (Last)

Religious Name ____________________________________________________________________________
(if different from legal name)

Current residence __________________________________________________________________________
__________________________________________________________________________________________

Father’s Name ___________________________________________________________________________
(Please indicate if deceased)
Address __________________________________________________________________________________

City ___________________________ State ______ Zip/Postal Code _____________ Country __________

Mother’s Name ___________________________________________________________________________
(Please indicate if deceased)
Address __________________________________________________________________________________

City _________________________ State ________ Zip/Postal Code ______________ Country __________

Hometown/Diocesan/Abbey Newspapers    City of Publication
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Note: This form will be used to supply information to your hometown, abbey or diocesan paper on your activities at Saint Vincent Seminary. Examples of publicity include scholarship announcements, Ministry of Acolyte and Ministry of Lector installations, graduation and announcements of new and returning students at the start of the school year. If you have any questions about student publicity, please contact the Seminary Public Relations Office at 724-805-2601.
Educational Information

High School
City ________________________ State ________ Zip/Postal Code ______________ Country ____________
Dates attended ________________________________ Date of graduation ___________________________

College
City ________________________ State ________ Zip/Postal Code ______________ Country ____________
Dates attended ________________________________ Major/Minor ________________________________
Degree ________________________________________ Grade Point Average _________________________

Graduate School
Dates attended __________________________________ Major/Minor ________________________________
Degree _________________________________________ Grade Point Average ________________________

(Please attach information regarding all colleges and graduate schools attended.
If there is not enough room on this form you may use an additional sheet.)

Please have official copies of transcripts forwarded directly to Saint Vincent Seminary, c/o Academic Dean. We cannot accept photocopies or transcripts issued to students.

Have you ever been dismissed or suspended from any school or college? Please give the reason.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Have you ever applied to Saint Vincent College or Seminary before? _________ Year ____________
Please explain why you would like to apply for graduate studies in theology at Saint Vincent Seminary and what you plan to do with this degree in the future.

(You may attach a typed response to this application.)
Tuition and Fees
(as approved by the Seminary Board of Regents)

2016-2017

Tuition Full-Time Students (12-19 credits per semester) Flat Rate: $13,160
Tuition Part-Time Students (per credit under 12 credits) $874
Room (per semester) $3,305
Board (per semester) $3,200

Other Fees

Audit Fee (per credit) $437
One-Time Non-Refundable Admission Fee $34
S.T.B. Application Fee $200
Transcript of Credits $5
Fee for Finalizing “G” Grades $35
Parking and Vehicle Registration $90

(as required by Sant’ Anselmo)

S.T.B. Thesis Submission Fee $800