



Saint Vincent Seminary

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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 (\$45.00)
- _____ Copies of Passport Information Page, 1-20, and Letter of Financial Support from sponsor (for non-U.S. citizens)
- _____ Completed Health Form (for any student residing on campus)

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:** (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/public/home>.)
- _____ **Pennsylvania's FBI Record Check and Fingerprints:** (Required since December 2014 for ALL Seminarians studying in Pennsylvania)—every 5 years —go to: <https://www.identogo.com/>.

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.

Effective: July 2019