



# Saint Vincent Seminary

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## Admission Checklist—Ordination Program

The following is a list of documents/requirements which are required 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.

**PLEASE SEND ALL DOCUMENTS BY JUNE 30TH.**

Name \_\_\_\_\_

Sponsor \_\_\_\_\_

- \_\_\_\_\_ Letter of sponsorship
- \_\_\_\_\_ Admission Application
- \_\_\_\_\_ Pre-entrance Health Form (*Not used in Admission Decisions*)
- \_\_\_\_\_ Proof of Medical Insurance
- \_\_\_\_\_ A RECENT Psychological Profile (**NO OLDER THAN TWO YEARS FROM THE DATE OF THIS APPLICATION**);  
Please include: MMPI-2; Spiritual Well-Being; SASSI—Substance Abuse Subtle  
Screening Inventory; Rotter Incomplete Sentence Blank; Beck Depression Inventory II; Beck  
Hopelessness Scale; Wechsler Adult Intelligence Scale Third or Fourth Edition; Clinical and Developmental  
History; Sexual Interest Inventory; Hypersexual Behavior Inventory - 19 (HBI-19); Internet Sex Screening  
Test (ISST); Sexual Misconduct Questionnaire; and the Narcissistic Personality Inventory (NPI).
- \_\_\_\_\_ Official TOEFL score (for those for whom English is a second language)
- \_\_\_\_\_ A Non-refundable Admission Fee of \$45.00

### Sacramental Documentation:

- \_\_\_\_\_ Parents' Marriage Certificate
- \_\_\_\_\_ Baptismal Certificate
- \_\_\_\_\_ Confirmation Certificate
- \_\_\_\_\_ Certificate/Letter of Record of entrance into full communion (RCIA)

### Academic Records:

- \_\_\_\_\_ Official Transcripts (Official copies of transcripts sent by the College/University directly to the Academic Dean)

### Required Clearances:

- \_\_\_\_\_ **Virtus or Protecting God's Children** or its equivalent (Required by USCCB since 2002)—once (certificate required)  
—may be done in your diocese.
- \_\_\_\_\_ **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](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/>.
- \_\_\_\_\_ **Act 31: Mandated Reporting Training** (a two-three hour program)—Required since December 2014 for ALL  
Seminarians studying in Pennsylvania—(the Certificate of Completion must be submitted for your file)—every  
5 years—accessed at:  
[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id=\\_2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1).

### For Applicants Who Were Previously Enrolled in a Formation Program:

- \_\_\_\_\_ Letters of Recommendation from Former Rectors or Superiors

### For All Applicants:

- \_\_\_\_\_ Personal Interview

NOTE: All documents MUST be sent to the ACADEMIC DEAN **BY JUNE 30TH.**

Effective July 2019