



# Saint Vincent Seminary

300 Fraser Purchase Road • Latrobe, Pennsylvania 15650-2690  
724-805-2395 • Fax: 724-805-2880  
www.saintvincentseminary.edu • nathanael.polinski@stvincent.edu

## Admission Checklist — Ordination Program

The Saint Vincent Seminary Academic Dean must receive the documents and clearances listed below **BEFORE** the applicant will be considered by the Seminary Admissions Committee. **ALL DOCUMENTS MUST BE SENT TO THE SEMINARY ACADEMIC DEAN BY JUNE 30.**

Name \_\_\_\_\_

Sponsor \_\_\_\_\_

- \_\_\_\_\_ Letter of sponsorship
- \_\_\_\_\_ Application for Admission – Ordination Program (not used in admission decisions)
- \_\_\_\_\_ Pre-Entrance Health Form (not used in admission decisions)
- \_\_\_\_\_ Proof of medical insurance
- \_\_\_\_\_ A RECENT psychological profile (NO OLDER THAN THREE YEARS FROM THE DATE OF 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, Clinical and Developmental History, Sexual Interest Assessment, Dianna Screen, and the Wechsler Adult Intelligence Scale.
- \_\_\_\_\_ Personal interview
- \_\_\_\_\_ Non-refundable admission fee of \$45.00
- \_\_\_\_\_ Letter(s) of recommendation from former rector(s) or superior(s) (**ONLY for applicants previously enrolled in a formation program**)
- \_\_\_\_\_ Score from official Test of English as a Foreign Language (TOEFL), Duolingo, International English Language Test System (IELTS), or Pearson Test of English (PET) (**ONLY for applicants for whom English is a second language**)

### Sacramental Documentation

- \_\_\_\_\_ Parents' marriage certificate
  - \_\_\_\_\_ Baptismal certificate
  - \_\_\_\_\_ AND
  - \_\_\_\_\_ Confirmation certificate
- OR** \_\_\_\_\_ Certificate/letter of record of entrance into full communion (RCIA)

### Academic Records

- \_\_\_\_\_ Official transcript(s) (sent by the college(s)/university(ies) directly to the Seminary Academic Dean)

### Required Clearances

- \_\_\_\_\_ **Child Abuse History – PA Child Abuse 34:** must be renewed every 5 years. Available online at <https://www.compass.state.pa.us/cwis/public/home> (if a “State” option is presented, choose the state in which you live).
- \_\_\_\_\_ **FBI Record Check and Fingerprints:** must be renewed every 5 years. Available online at <https://uenroll.identogo.com/> (choose the “Working with Children” clearance, if a “State” option is presented, choose the state in which you live).
- \_\_\_\_\_ **Mandated Reporter Training – Act 31:** certificate required; must be renewed every 5 years. Available online at [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=91_1).
- \_\_\_\_\_ **Pennsylvania State Police – PA Criminal Background Check Act 33:** must be renewed every 5 years. Available online at <https://epatch.pa.gov/home> (a fee is required; if a “State” option is presented, choose the state in which you live).
- \_\_\_\_\_ **Virtus – Protecting God’s Children,** or its equivalent: certificate required; may be obtained through applicant’s diocese; must be certified only once — no recertification necessary. Available online at [https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=18940](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18940)