



Saint Vincent Seminary

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Admission Checklist for 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 _____

- _____ Application for Admission to Ordination Program
- _____ Pre-Entrance Health Form (not used in admission decisions)
- _____ Proof of medical insurance
- _____ Letter of sponsorship
- _____ Personal interview with Seminary rector and academic dean
- _____ 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, Diana Screen, and the Wechsler Adult Intelligence Scale.
- _____ Non-refundable application fee of \$47.00
- _____ **ONLY applicants previously enrolled in a formation program:** letter(s) of recommendation from former rector(s) or superior(s)
- _____ **ONLY applicants for whom English is a second language:** score from official Test of English as a Foreign Language (TOEFL), Duolingo, International English Language Test System (IELTS), or Pearson Test of English (PET)

Sacramental Documentation

- _____ Certificate of Candidacy
 - _____ Baptismal certificate
 - _____ AND
 - _____ Confirmation certificate
 - _____ Parents' marriage certificate
- OR** _____ Certificate/Letter of Record of Entrance into Full Communion (OCIA)

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/> ((1) log in using service code 1KG6RT; (2) choose the “Working with Children” clearance; (3) 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/>.
- _____ **Pennsylvania State Police – PA Criminal Background Check Act 33:** must be renewed every 5 years. Available online at <https://epatch.pa.gov/home> ((1) a fee is required; (2) 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.