



APPLICATION PROCESS

Guided by our overall diocesan goal to nurture and develop holy and well-formed priests, the virtue of honesty becomes a critical component of the assessment and application process for any potential seminarian candidate. If a potential seminarian candidate is not completely honest with every aspect of this process, the process will cease immediately. If, subsequent to acceptance into our formation program it is discovered that the seminarian has not been completely honest with every aspect of the application process it will be cause for immediate dismissal.

This assessment and application process, or sequence of events generally encompasses the following:

1. **Initial Contact:**

- Through the recommendation of a priest, religious or lay person, and/or
- By letter, e-mail or phone call of inquiry, and/or
- By active participation in annual vocations retreats or other discernment events.

2. **Formal Interview:**

Once contact is established, a formal interview is scheduled with the Director of Vocations. The following topics are discussed:

- Personal health and well-being.
- Family and employment history.
- Religious and educational background.
- Vocation discernment up to that point.

Note: Acceptance into the diocesan priesthood formation program requires that a candidate demonstrate emotional maturity, academic ability, personal stability and consistent growth in the practice of faith. If, after the formal interview, the Director of Vocations believes the individual possesses suitable psychological, intellectual, and spiritual attributes, the candidate is then invited to begin the formal application process.

3. **Application and Supporting Material:**

After the interview, the applicant then gathers all the information requested on the *Applicant for Priestly Formation Checklist*. See enclosed.

4. **Application Review:** After the candidate submits all the information and necessary paperwork as outlined in the *Seminary Application Checklist*, the Director of Vocations, after careful review, then gathers the advice of the Archdiocesan Seminarian Admissions Board. The Board will advise the Director of Vocations and the Archbishop, if the process should continue. If the decision is favorable, the Director of Vocations then

recommends the candidate to the Archbishop and discusses with the Archbishop a possible seminary placement.

5. **Acceptance/Non-Acceptance:** After the Archbishop reviews the applicant's file, the Director of Vocations notifies the applicant of his initial decision of either acceptance or non-acceptance. The Archbishop then grants initial acceptance, the Director of Vocations then informs the applicant of the particular seminary where he is being considered to begin his formation. The Director of Vocations then forwards the necessary application material to the seminary in which the applicant has been assigned. Please do not submit your paperwork or application to the seminary directly; everything is done through the Office of Vocations. After review, the seminary will contact the applicant directly to schedule a formal interview with the Seminary Admissions Board. Shortly after the interview the President-Rector of the seminary will write the candidate informing him of their decision of acceptance or non-acceptance. From time to time the seminary may contact the candidate to request additional information. Applicants are expected to promptly respond to, and satisfy such requests.

If an applicant is not accepted either by the diocese or the seminary and he wishes to apply to another diocese or a religious order, when that diocese or religious order requests a copy of the applicant's Archdiocesan application file, a notarized written letter of permission to release the entire file must be drafted and signed by the applicant and forwarded to the Director of Vocations before such a release request can be honored.

6. **Miscellaneous:** Individual circumstances may adjust or vary the sequence of events outlined above. The general necessary time frame to compile and complete all required application material is between two to four months. Applicants normally receive word of acceptance or non-acceptance within two months of submitting a completed application, but generally no later than the first week of July.

The application process is intended to encourage the candidate to realize that his vocation does not simply enjoy a personal dimension but rather flows from the Church and toward ministry within the Church. Through personal interaction with the Archbishop, pastors, other priests, the Office of Vocations personnel and fellow seminarians, the new seminarian will experience more fully the knowledge that he has a specific identity as a candidate for the priesthood for the Archdiocese of Portland in Oregon.