



APPLICANT FOR PRIESTLY FORMATION CHECKLIST

Applicants should send in each document as they are completed. Do not wait until all are completed to send.

PART I: CONFIDENTIAL INFORMATION FORM

- Confidential** Region XII Seminary Common Application for Priestly Formation (SCA_5.0)
- Signed **Attestation of Truthfulness, Authorization, and Release Form** (PDF-sign or print and send in)
- (2) **Passport-size color photos** (Paid for by the applicant)
- Copy of **Passport** (if you have one)
- Copy of **Immigration Visa** & any other pertinent travel/residency documentation (If not a U.S. Citizen)
- Copy of **outstanding credit or personal/college outstanding loan amounts** (If applicable)
- Copy of **Discharge Form DD-214**, or equivalent (If you have served in the military)

PART II: REFERENCES

In the Seminarian Common Application (SCA), applicants are to provide the names and addresses of persons who are willing to write a letter of recommendation. The Office of Vocations will send recommendation questionnaires to the persons directly. It is expected that the applicant will notify their references that they will be contacted in this regard.

- Pastor or Priest acquaintance
- Employer or Supervisor (Preferably current)
- Recent Professor, Teacher, or Academic Advisor
- Other Acquaintance (Known for several years)

PART III: MEDICAL/PSYCHOLOGICAL/CRIMINAL HISTORY

- Medical History and Physical Examination Form** (Paid for by the applicant)
- Psychological Testing and Interview(s)** (Arranged by the Office of Vocations and paid for by the Archdiocese)
- Signed **Psychological Evaluation Release Form**.
- Complete an **Online Background Check**. (Paid for by the Archdiocese; please see attached instructions)
- Read the [Code of Conduct for Church Personnel in the Archdiocese of Portland in Oregon](#).
- Sign and submit the **Formal Agreement Statement**. (Found on pg. 13 of the Code of Conduct)

PART IV: AUTOBIOGRAPHY & ESSAYS

- Autobiography** (Please see attached instructions)
- (2-4) page double-spaced **essay** answering **What does the priesthood mean to me?**
- (2-4) page double-spaced **essay** answering **Why I think the Lord is calling me to priesthood?**

PART V: SACRAMENTAL RECORDS & SCHOOL TRANSCRIPTS

A sacramental records and school transcripts are to be sent to the Office of Vocations in a sealed envelope from the institution.

- (2) Recently issued **Baptismal Certificate**. (Issued within the last 3 months. Copy of original is not acceptable)
- (2) Copies of **Confirmation Certificate**. (Copy of original is acceptable)
- (2) Sets of **High School Transcript**.
- (2) Sets of **Undergraduate College(s)/University Transcript(s)**. (If applicable)
- (2) Sets of **Post-Graduate College(s)/University or Seminary Transcript(s)**. (If applicable)

PART VI: OPI (ORAL PROFICIENCY INTERVIEW) AND IWPT (WRITING PROFICIENCY TEST)

The Archdiocese requires all non-native English speaking applicants to submit the following scores:

- English OPI or OPIc score** (Minimum requirement: Advanced Level Check)
- English iWPT** (Minimum requirement: Advanced Level Check)
- Mother Tongue/ First language OPI or OPIc score** (Minimum requirement: Advanced Level Check)
- Mother Tongue/First language iWPT** (iWPT by Internet; minimum requirement: Advanced Level Check)