

# The 9 Keys

## Seminarian Application Checklist

### **PART I: CONFIDENTIAL INFORMATION FORM**

- Confidential Seminary Common Application** for Priestly Formation
- Signed **Attestation of Truthfulness, Authorization, and Release Form**
- (2) **Passport-size color photos** (*Paid for by the applicant*)
- Copy of **Passport** (*If you have one*)
- Copy of **Immigration Visa** (*If not a U.S. Citizen*)
- Copy of **outstanding personal credit or college loan amounts** (*If applicable*)
- Copy of **Discharge Form DD-214**, or equivalent (*If applicable*)

### **PART II: REFERENCES**

*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
- Recent Professor or Academic Advisor             Other Acquaintance

### **PART III: MEDICAL/PSYCHOLOGICAL/CRIMINAL HISTORY**

- Medical History and Physical Examination Form** (*Paid for by applicant*)
- Psychological Testing and Interview(s)** (*Paid for by the Archdiocese*)
- Signed **Psychological Evaluation Release Form**.
- Complete an **Online Background Check**. (*Paid for by the Archdiocese*)
- Read the **Code of Conduct for Church Personnel in the Archdiocese**.
- Sign and submit the **Formal Agreement Statement**. (*pg. 13*)

### **PART IV: AUTOBIOGRAPHY & ESSAYS**

- Autobiography** (*Please see attached instructions*)
- (2-4) pg. **essay on What does the priesthood mean to me?**
- (2-4) pg. **essay on Why I think the Lord is calling me to priesthood?**

### **PART V: SACRAMENTAL RECORDS & SCHOOL TRANSCRIPTS**

*All records and 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 6 months*)
- (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)**.
- (2) Sets of **Post-Graduate College(s)/University or Seminary Transcript(s)**.

### **PART VI: ORAL PROFICIENCY INTERVIEW & WRITING TEST**

*Required for all non-native English speaking applicants.*

- English OPI or OPIc score** (*Minimum requirement: Advanced Level Check*)
- English iWPT** (*Minimum requirement: Advanced Level Check*)