



PONTIFICAL COLLEGE JOSEPHINUM
PRIESTLY FORMATION PROGRAM
COLLEGE OF LIBERAL ARTS
PRE-THEOLOGY PROGRAM



**OFFICE OF ADMISSIONS
CHECKLIST**

Dear Applicant:

In order to make the application process more manageable, this page is included for your convenience to list all the items needed. Some of these are required by the Church, some for academic purposes, and others to help with your formation for priesthood. If you have questions about the forms or about the application process, you can call the Admissions Office at 1-888-252-5812. Please consult the *Application and Admission Guidelines* booklet (numbers 54-87) for further explanation of the materials needed as identified below.

We will consider your application for the College of Liberal Arts/Pre-Theology Program only after **all** of the following materials have been received:

Date Completed

- _____ 1. Completed Application Packet and Signed Application Form
- _____ 2. Letter of Sponsorship and Recommendation from Your Diocese or Religious Community (Director of Vocations, Bishop of Diocese, or Superior of Religious Community)
- _____ 3. Spiritual Autobiography
- _____ 4. Birth Certificate
- _____ 5. Copy of Driver's License or Passport
- _____ 6. Church Documents (Original Copy with a Raised Seal)
 - a. Baptismal Certificate Issued within the Last Six Months
 - b. Confirmation Certificate
 - c. Parent's Marriage Certificate (Divorce Decree, Death Certificate)
- _____ 7. Chronological Log Form

(OVER)

- _____ 8. Academic Data
- a. Official Academic Transcript from Each Secondary School and College Attended
 - b. Finalized Copy of Your Current Academic Transcript with the Date of Graduation, Cumulative GPA, and Class Rank
 - c. Results of Standardized Tests: ACT or SAT
 - d. Documentation of Military Education
 - e. Results of TOEFL Testing if a Non-Native Speaker
- _____ 9. Completion of Recommendation Forms (Forms Provided)
- a. Two Teachers (If Applicant Is in High School)
 - b. Professor or Academic Dean (If Applicant Is in College)
 - c. Recommendation from Four Non-Family Members
 - d. Pastor of Your Parish (Complete Pastor Form)
- _____ 10. Two Recent Photographs
- _____ 11. Canonical Suitability Profile Interview (Conducted by Vocation Director)
- _____ 12. Declaration of Freedom Form
- _____ 13. Signed Consent Form
- _____ 14. Previous Formation Report (If Applicable)
- _____ 15. If Former Military, Copy of Discharge/Retirement Orders
- _____ 16. Doctor's Physical Examination and Dentist's Dental Examination (Forms Provided)
- _____ 17. Results of Psychological Testing
- _____ 18. Verification of Integrity (checking of references and development of a cyber and social media online profile by a professional agency engaged by the Josephinum, in cooperation with the applicant's sponsoring diocese)
- _____ 19. Interview with representatives of the Josephinum Admissions Committee together with the Josephinum Director of Psychological Evaluation and Counseling Services
- _____ 20. Criminal Background Check
- _____ 21. Non-Refundable Application Fee of \$75.00

Note: Please remove the Letters of Recommendation forms and give them to the appropriate persons.
We recommend that you retain this page and date the items as they are completed.

