



PONTIFICAL COLLEGE JOSEPHINUM  
PRIESTLY FORMATION PROGRAM  
SCHOOL OF THEOLOGY



**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, please 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 School of Theology only after **all** of the following materials have been received:

Date Completed

- \_\_\_\_\_ 1. Completed Application Packet and Signed Application Form
- \_\_\_\_\_ 2. Recommendation from Rector
- \_\_\_\_\_ 3. Letter of Sponsorship and Recommendation from Your Diocese or Religious Community (Director of Vocations, Bishop of Diocese, or Superior of Religious Community)
- \_\_\_\_\_ 4. Spiritual Autobiography
- \_\_\_\_\_ 5. Birth Certificate
- \_\_\_\_\_ 6. Copy of Driver's License or Passport
- \_\_\_\_\_ 7. 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)
- \_\_\_\_\_ 8. Chronological Log Form

(OVER)

- \_\_\_\_\_ 9. Academic Data
- a. Official Academic Transcript from Each College Attended Including Any Degree Received, Date of Graduation, and Cumulative GPA
  - b. Finalized Copy of Your Current Academic Transcript with the Date of Graduation, Cumulative GPA, and Class Rank
  - c. Documentation of Military Education
  - d. Results of TOEFL Testing if a Non-Native Speaker
- \_\_\_\_\_ 10. Completion of Recommendation Forms (Forms Provided)
- a. Four Non-Family Members
  - b. Pastor of Your Parish (Complete Pastor Form)
- \_\_\_\_\_ 11. Two Recent Photographs
- \_\_\_\_\_ 12. Canonical Suitability Profile Interview (Conducted by Vocation Director)
- \_\_\_\_\_ 13. Declaration of Freedom Form
- \_\_\_\_\_ 14. Signed Consent Form
- \_\_\_\_\_ 15. Previous Formation Report (If Applicable)
- \_\_\_\_\_ 16. If Former Military, Copy of Discharge/Retirement Orders
- \_\_\_\_\_ 17. Doctor's Physical Examination and Dentist's Dental Examination (Forms Provided)
- \_\_\_\_\_ 18. Results of Psychological Testing
- \_\_\_\_\_ 19. 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)
- \_\_\_\_\_ 20. Interview with representatives of the Josephinum Admissions Committee together with the Josephinum Director of Psychological Evaluation and Counseling Services
- \_\_\_\_\_ 21. Criminal Background Check
- \_\_\_\_\_ 22. Non-Refundable Application Fee of \$75.00

**Note:** Please remove the Letters of Recommendation forms and give them to the appropriate individuals.

***We recommend that you retain this page and date the items as they are completed.***