PONTIFICAL COLLEGE JOSEPHINUM
ADMISSIONS CHECKLIST

PHASE 1: REQUIRED FOR CONSIDERATION

A. ECCLESIAL/INSTITUTIONAL DOCUMENTATION

☐ Application form
☐ Non-refundable application fee of $35.00
☐ Canonical suitability form (completed with director of vocations)
☐ Declaration of freedom form
☐ Completed psychological assessment procedures (in application packet)
☐ “Permission to release” forms
☐ Chronological log form
☐ Autobiography
☐ Letter of sponsorship from [arch]diocese or religious superior
☐ Recommendation letter from any previous rectors
☐ Formation reports from any previous seminaries/formation programs
☐ Applicants coming from high school: one recommendation letter from a professor or instructor
☐ Applicants coming from post-secondary school: one recommendation letter from a professor or instructor
☐ Certificates of baptism and confirmation (issued in previous six months with raised Parochial seal)

B. ACADEMIC DOCUMENTATION

☐ Official copy of high school transcript with graduation date of GED scores
☐ Official ACT or SAT test results (not required for those with a B.A. Degree)
☐ Official copies of all post-secondary transcripts
☐ Military education documentation

C. LEGAL DOCUMENTATION

☐ Official copy of birth certificate
☐ Notarized copy of passport or driver’s license
☐ Criminal background check
☐ Copy of honorable military discharge or retirement

International students: see next page for legal requirements

D. HEALTH DOCUMENTATION AND PHOTO

☐ Medical examination form (must include immunization record)
☐ Recent photograph (head shot) of the candidate
PHASE 2: REQUIRED BY THE FIRST WEEK OF CLASSES

- Photocopy of high school diploma (for applicants to the School of Theology or the Pre-Theology Program)
- Proof of health insurance
- Automobile registration and proof of auto insurance
- Virtus training certificate (seminarians who have not earned this certification will attend a Virtus workshop early in the first semester)

During orientation, the seminarian will complete the following required forms: (1) confidentiality form (FERPA), (2) emergency medical and medication form, (3) Internet and technology policy form.

JOSEPHINUM SEMINARIANS ENTERING THE SCHOOL OF THEOLOGY

For current Josephinum seminarians who have successfully completed a degree or certificate in the College of Liberal Arts or the Pre-Theology Program, the following are required:

- School of Theology application during and after their terms of service
- Letter from seminarian requesting acceptance and admittance to the School of Theology
- Completed psychological testing results (within the past two years)
- Copy of final evaluation from the college or the pre-theology program

INTERNATIONAL SEMINARIAN REQUIREMENTS

- Phase 1 documentation (see first page)
- Official TOEFL results issued in previous six months (if non-native speaker)

If the applicant is accepted, the seminary will send a letter of acceptance, the I-20 (Certificate of Eligibility for F-1 Visa), and the Handbook for International Seminarians. Upon acceptance, the visa application process will begin:

- Go online to www.fmjfee.com to complete Form I-901 to pay the SEVIS (Student and Exchange Visitor Information System) fee. This process must be completed at least three days prior to the visa review.
- Take the SEVIS fee receipt and the I-20 to the visa interview at the nearest American consulate or embassy. Once the visa is granted, it will be stamped into the student’s passport.
- Upon entry to the United States, the student will receive an I-94 card (arrival/departure record). This card must be carried at all times, and a copy is to be given to the registrar of the Josephinum. A new card is issued with each re-entry into the U.S.
- Phase 2 documentation (see above)

ADMISSION INTERVIEW

The admissions committee reserves the right to require a personal interview with the applicant. Interviews will be arranged with the director of vocations of the applicant’s diocese or religious order.