



Applicant Checklist

Please keep this for your personal use.

The following documents are necessary for processing your application. Please type or print when completing forms/documents. Copies of documents on file with your vocation director are acceptable. In order to expedite the application process, please send these documents as soon as they are completed.

All Applicants:

- Application form completed and signed.
- Letter of Sponsorship from the (arch)bishop or vocation director of your sponsoring diocese.
- Statement on the Priesthood (see part VII of application form).
- A recent photograph (paper, no larger than 3 × 5 in./7.62 × 17.78 cm) or digital.
- Psychological test results.
- A copy of the Physical Exam Report (no more than two years old) required by your diocese.
- Tuberculosis and HIV test results as well as meningococcal vaccine (or meningococcal waiver).
- An Autobiographical Account (no more than four pages, double-spaced) is required, describing: your family and home life, how your Catholic faith has developed, and your social life and hobbies. The essay must also include your perceptions of your readiness for seminary formation and the major strengths and limitations you possess as a potential seminarian.
- Recommendation letter(s) from seminary or formation house (for each seminary or formation house attended).
- Letter of Recommendation from a Catholic priest.
- Baptismal and Confirmation Certificates (copies are accepted).
- Evaluation of Applicant's Previous Ministerial Performance (if applicable) from current or most recent ministry placement AND/OR
- Employee Performance Review (if applicable) from current or most recent employer.
- Federal Criminal Background Check results.
- Local Criminal Background Check results.

Transcripts:

- Transcripts: Official transcripts must be sent directly to St. Mary's from the academic institutions attended by the applicant. PHOTOCOPIES ARE **NOT** SUFFICIENT. Contact the Registrar at **ALL** the schools you attended to have an official transcript sent directly to:
St. Mary's Seminary & University
Office of the Academic Dean
5400 Roland Avenue, Baltimore, MD 21210
 - Official College Transcript/s.
 - Official Theology and/or Graduate School Transcript/s, if applicable.

International (Non-U.S. Citizen) Applicants:

- Copy of all pages of current passport and visa.
- International Background Check results.
- Latest TOEFL test scores (if non-native speaker of English).

Final Step:

- Personal Interviews. Applicants are required to be interviewed by the Director and Coordinator either in person or via Zoom. The Director's office will contact you to arrange the date(s) for the interviews.