

PONTIFICAL NORTH AMERICAN COLLEGE

ADMISSION POLICIES

1. The Pontifical North American College (College) follows all admission norms as expressed in the 5th edition Program of Priestly Formation paragraphs 42-67.

Sponsorship

2. The local ordinary, or his appointed representative, must contact the College in writing confirming that a particular student may begin the application process. No student will be accepted to the College without an explicit nomination by their sponsoring (arch)diocese.

3. The North American College only accepts application portfolios from students nominated by a diocese or an archdiocese of the United States, Canada, or Australia.

Application

4. The application and related materials required for admission may be downloaded from the North American College's website (www.pnac.org) beginning the first day of November for the following formation year.

5. The applicant's Vocation Director or Director of Seminarians is responsible for preparing and presenting to the College a complete application portfolio for his candidate. The College's Director of Admissions is responsible for providing all necessary guidance to both seminarians and vocation personnel alike. He is also responsible for presenting a candidate's portfolio to the other members of the Admissions Committee for their review and recommendation.

6. A complete application portfolio contains the following documents:

- Application for Admission
- Autobiography
- Psychological Evaluation
- Medical History and Physician's Report
- Letters of Recommendation (Pastor, Teacher or Formator, Rector, Vocation Director)
- Signed releases (Applicant Release Form, Release of Information from Previously Attended Formation Programs, Authorization for the Release of Protected Health Information, Authorization for the Release of Confidential Psychological Information)
- Confidential Statement of Suitability
- Sacramental Records (Baptism and Confirmation)
- Certification of Criminal Background Check and Freedom from Allegations of Sexual Misconduct with Minors
- College Academic Transcripts

7. A letter of recommendation and a copy of the last faculty evaluation will be required of all previous formation programs the applicant has attended.
8. All application forms and releases are intended to respect the civil and canonical rights of the applicant.
9. Applicants must satisfactorily respond to the inquiries presented within the application materials. Applicants who do not provide such ample information will not be accepted.
10. No applicant has a right to participate in priestly formation. It is the responsibility of the applicant to demonstrate their readiness for such formation through their application portfolio, especially the Application for Admission and the Autobiography. Applicants are responsible for demonstrating that they possess the minimum qualities necessary for admission.
11. These minimum qualities and related behavioral criteria are evaluated according to the four pillars of priestly formation:
 - **Human:** the ability to function in ordinary situations (able to perform in the midst of multiple responsibilities), appropriate psychosexual maturity (has a healthy relationship with women and men; has the capacity to speak reflectively about one's own sexuality), compassion (has sought out some contact with the suffering, marginalized, or otherwise disadvantaged), interpersonal skills (describes relationships and friendships with affection and insight), the capacity for continued growth and conversion (demonstrates a perceived calling to deeper holiness and admiration of others who offer a more exemplary Christian life), a desire for selfless service in the example of Christ (states a clear understanding that priesthood is a call to "serve and not be served").
 - **Spiritual:** has a well-founded knowledge of the faith (has some formal instruction in the Catholic faith; articulates their faith journey in Catholic concepts and terms), prays daily (expresses some regular habit of prayer), belongs to a parish (is able to identify a specific home parish; provides a letter from their pastor), attends Mass at least weekly, participates regularly in the Sacrament of Penance), and desires a deeper spiritual life which he can share with others (has had a faith-impact on the lives of others).
 - **Intellectual:** the capacity for critical thought (has successfully completed course work at college level), ability to understand questions on an abstract and practical level (is able to answer questions on application), the capacity to understand other persons and communicate with them (is able to reflect selflessly on relationships).
 - **Pastoral:** basic sense of the Church's mission and a willingness to promote it as an ordained priest (expresses a positive understanding of the role of the laity and identifies a positive contribution they can make as a priest), sensitivity to the needs of others and a desire to respond to them (understands accurately the needs of the Church today), initiative and willingness to accept the responsibility for leadership for the good of others (evidences past leadership in areas of ecclesial and civil service).
12. Applicants must also demonstrate a reasonable capacity to handle the elevated stress associated with transition to living in a foreign culture. This capacity may include resiliency of character, aptitude for language study, emotional independence, and self- initiative.

13. The Pontifical North American College is a seminary community located in Rome, Italy and whose primary in-house language is English. All applicants must have the ability to engage in conversational English in order to be considered for acceptance as a member of the seminary community.

14. It is the responsibility of the applicant to express the motivation for and nature of his intention to enter the seminary. It is the responsibility of Admissions Committee to ensure that the expressed intention of the applicant substantially corresponds to the Church's understanding of priestly ordination.

15. The Pontifical North American College follows the guidelines provided by the Holy See regarding the admission of candidates with same sex experiences and/or inclinations.

16. Admission will be denied to any applicant for whom there is evidence of criminal sexual activity with a minor or an inclination toward it.

Admissions Committee

17. The members of the Admissions Committee are: the Rector, the Academic Dean, the Director of Counseling Services, and the Director of Admissions. While members of the Admissions Committee may recommend applicants for acceptance, the Rector alone has the responsibility and authority to issue "full acceptance".

Acceptance

18. Only applicants with complete application portfolios are eligible to receive full acceptance. Full acceptance means that the applicant is considered to be a seminarian in good standing at the Pontifical North American College. Students receiving full acceptance will still be required to provide any missing incidental documentation (e.g., passport information, final college transcripts, etc.) not available at the time the original application portfolio was submitted and processed.

19. Applicants whose application portfolio is missing one or more essential documents are eligible to receive "provisional acceptance" depending upon the judgment of the Rector. Provisional acceptance is given to allow the applicant to proceed with the request for an Italian visa. Applicants who receive provisional acceptance must provide any missing documentation before they are considered "admitted" to the College. Provisional acceptance may only be given when the application portfolio contains at least the following documents: Application, Applicant Release Form, Psychological Evaluation, Confidential Statement of Suitability, and Autobiography. Applicants who receive provisional acceptance are in no way assured admission to the College. Should any serious obstacle be presented to the Admissions Committee in subsequent documentation, provisional acceptance will be withdrawn and the applicant will be denied admission to the College.

20. The Pontifical North American College only accepts candidates into a program of priestly formation. The College does not grant acceptance to any Roman university. Upon his arrival to Rome, it will be the responsibility of the seminarian, working with the Academic Dean, to successfully apply for acceptance to either the Pontifical Gregorian University (the Gregorian) or the Pontifical University of St. Thomas Aquinas (the Angelicum). Nonetheless, applicants must possess a Bachelor's degree in order to be considered for admission to the Pontifical North American College.

Confidentiality

21. The Admissions Committee and the administrative secretarial staff are responsible for ensuring that all student records, including the seminarian's application portfolio, are safeguarded and secure at all times. Members of the Admissions Committee are bound to confidentiality among themselves regarding the contents of any student's application portfolio.

22. Some records, especially psychological and medical reports, are held in the strictest of confidence and are accessible only to the Rector and the appropriate member of the formation faculty designated to review them. Documents sent to the College by fax should be sent to the Rector's office to ensure that confidentiality is preserved. Psychological reports of any kind are accessible only to the Director of Counseling Services and are maintained in a secure area at all times.

23. No one other than a member of the Admissions Committee may have access to any part of an applicant's application portfolio prior to full or provisional acceptance.

Use of the Application Portfolio after Admission

24. Upon full acceptance, a seminarian's Formation Advisor will have access to the application portfolio (except for the psychological report) for each of his advisees. This will allow the Formation Advisor to identify specific areas for growth and to establish with the seminarian a personal program of formation.

25. The Director of Counseling Services will inform the Rector and Formation Advisor for each seminarian of any required counseling or suggested areas for growth which were reported in the context of the Psychological Report.