



Pontifical North American College

APPLICATION PORTFOLIO CHECKLIST

Provided by the **SEMINARIAN**:

- Please check each box as the material is received.
- Save all materials in PDF format and send them to your Director of Vocations.
- It is advisable to schedule a psychological assessment as soon as possible.
- Please ensure that all academic requirements will be fulfilled prior to your arrival in Rome.

X APPLICATION PORTFOLIO MATERIAL

- ☐ **Application for Admission**
- ☐ **Autobiography** (see instructions page)
- ☐ **Personal Reflections on Priestly Formation** (see instructions page)
- ☐ **Intellectual Formation Worksheets**
- ☐ **Letters of Recommendation** (print & give accompanying instruction forms to respective people):
 - Pastor
 - Rector and/or Final Seminary Evaluation (One from every seminary program attended)
 - Formation Advisor
 - Philosophy or Theology Professor
- ☐ **Schedule Medical Examination**
 - **Medical History and Physician's Report** (First, complete the medical history section, pages 1-3. Then, take the form to your physician to complete pages 4-6.)
- ☐ **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** (Ensure the assessor has a copy of the PNAC "Psychological Evaluation Guidelines" prior to testing)
- ☐ **Seminary Social Media Policy Form**
- ☐ **Italian Language Study Registration Form**
- ☐ **Schedule Psychological Assessment**
- ☐ **Photograph:** one good quality photo
- ☐ **Scanned copy of Passport Picture Page**
- ☐ **Sacramental Records:**
 - Baptismal Certificate (dated within the last six months)
 - First Holy Communion and Confirmation certificates
 - Documentation for a Transfer of Rite (if applicable)
- ☐ **Digital College Academic Transcripts** (You may send one current unofficial transcript now, but you must send, or have sent, a digital final transcript to the North American College as soon as it becomes available. If a digital transcript is not available, then you must send three (3) official hard copies.)
- ☐ **Digital High School Transcript** (If a digital transcript is not available, then three (3) original transcripts are needed with the application)
- ☐ **Copy of Military Discharge** (if applicable)