



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)